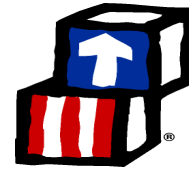




**4C HS/EHS POLICY COUNCIL MEETING**  
**May 25, 2016**



**Parent Representatives**

Shavnay McClain  
April Turner (By phone)  
Angela Hall  
Ermita Michel  
Louanne Santiago  
Shona Campbell  
Shahnaz Amy  
Melissa Smith  
Gregory Smith  
Maude Louis

**Representation**

PC Chair/North Street  
PC Secretary/Lawton  
Pine Crest  
Pine Hills Preschool  
Marina Cross  
Naomi Helligar  
Dreaming Big  
Policy Council Board Member  
Non PC Representative  
Community Partner/Central Florida  
Urban League

**4C Head Start Staff**

Gay DeLaughter  
Percy Snyder  
Jennifer Cronk  
Maria Torres- Southern  
Lizandra Torro  
Shantara Gibson  
Luz Velez  
Lisa Wynn  
Haydee Berrios

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

The meeting was called to order at 6:15 pm by Shavnay McClain, Policy Council Chair. Shavnay McClain also conducted the roll call and it was 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 add the COLA application and the original continuation application for the 2016-2017 program year. Shavnay McClain 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 April 27, 2016:

Shavnay McClain asked members to review minutes from the PC Meeting on April 27, 2016. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by April Turner. Seconded by Shona Campbell. Approved**

Fianncial Statements and Budget Amendments:

HS Financial Statements – February

EHS Financial Statements – February

CCP Financial Statements – February

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of February. CCP cash and In-Kind is \$333,792 under the required amount for the current program year. Ms. Toro stated that there is a need for in-kind and volunteering. Ms. Toro presented the credit card statements for the month of February. There were no further questions regarding the CCP Financial Statements for February.

Lizandra Toro presented the Budget Amendment #9 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 #9 for CCP.

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of February, as well as the credit card statements. The cash and In-Kind contributions for HS were \$167,318 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 February were \$288,108 under the required amount for the current program year. There is a need to continue to encourage volunteer participation. There were no questions regarding the HS/EHS February financial statements.

Maria Torres-Southern presented the Budget Amendment #9 for HS. Mrs. Torres-Southern explained that funds are being moved from group insurance to cover other expenses for the program. Shahnaz Amy asked if the funds needed for the audit were needed to be paid to the State Department. Mrs. Torres-Southern explained that the funds are used to pay someone to come in and audit her books. There were no questions regarding Budget Amendment #9 for HS.

**Motion to approve the Financial Statements and Budget Amendments 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 March 2016. There was a change made for the March approvals that would be added to the HR approvals for May. Mrs. Gonzalez also presented the new hires and separations and the supplemental for HS/EHS during the month of April. There were no hires or separations for CCP during the month of April. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of March and April was made by April Turner. Seconded by Angela Hall. Approved.**

#### Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's Report for April 2016. Attendance in Early Head Start is still below the 85% and more effort needs to be made to get the children out. Overall, the programs are doing well. Mrs. DeLaughter explained that the OHS Comprehensive Services and School Readiness Review monitoring was conducted at the beginning of the month and she will present the results at next month's meeting. There were no questions regarding the Director's Report for April 2016. **A motion to approve the Director's Report for April was made by Shahnaz Amy. Seconded by April Turner. Approved.**

#### Disability Waiver:

Gay DeLaughter, Head Start Director, explained that any time enrollment for children with disabilities is not up to 10% we have to apply for a waiver. The program got up to 8.81% and the program continues to work very hard to get all of the children assessed. Mrs. DeLaughter explained that meetings are being conducted with the LEA to ensure the children are being screened timely and receive the services they need. There were no questions regarding the Disability Waiver. **A motion to approve the Disability Waiver was made by Ermita Michel. Seconded by April Turner. Approved**

#### COLA Application:

Mrs. DeLaughter explained that the COLA application is a cost of living allowance and it is given by the federal government. The program has to apply for the funds and it gives the staff a cost of living raise. Lizandra Toro, CCP Finance Analyst, explained that the CCP program can receive sixty-nine thousand dollars and the program can apply for these funds. These funds will go to the salaries and benefits of the CCP staff. Mrs. DeLaughter explained that as the application is being completed, the policy council will need to have an input. Mrs. DeLaughter stated that the policy council could vote for the Executive Committee to review the application once it is completed and present their decisions to the policy council during the June meeting. There were no questions regarding the COLA Application. **A motion to approve the Executive Committee reviewing and approving or disapproving the COLA Application was made by Shahnaz Amy. Seconded by April Turner. Approved.**

Self Assessment:

Jennifer Cronk, ERSEA Coordinator, explained the Self Assessment process is completed annually and it is required every year. Mrs. Cronk explained that the self assessment monitored ERSEA, Fiscal Integrity, Environmental Health and Safety, Program Governance, Leadership, and Management Systems, and Comprehensive Services and School Readiness. There were non compliances in enrollment, disabilities, and 45 day screenings requirements. The program improvement plan is designed to address all of the non compliances and suggestions for the program. Mrs. Cronk explained that she was able to meet with Melissa Smith, Community Rep to review the self assessment and program improvement plan. **A motion to approve the Self Assessment was made by Shahnaz Amy. Seconded by Melissa Smith. Approved**

Parent Activity Funds:

Shantara Gibson, FCP Coordinator, presented the written request for Parent Activity Funds for HS and EHS. Montoya Family Day Care requested \$84.00 for a trip to Green Meadows Farm. **Motion to approve Montoya Family Day Care written request made by Shahnaz Amy. Seconded by Angela Hall. Approved.**

Marina Cross requested \$42.00 to attend Jungle Adventures Animal Park. **A motion to approve Marina Cross' written request made by April Turner. Seconded by Angela Hall. Approved**

BETA requested \$56.00 for a trip to the Central Florida Zoo. **Motion to approve BETA's written request made by Shahnaz Amy. Seconded by Shona Campbell. Approved.**

Hartage Large Family Child Care requested \$70.00 for a family photo evening. **A motion to approve Hartage Large Family Child Care's written request made by Shona Campbell. Seconded by Shahnaz Amy. Approved.**

Continuation Application:

Gay DeLaughter, Head Start Director, explained that the continuation application for the HS, EHS, and CCP programs were originally sent back because the application should not have included proposed changes, but the original application was correct. Mrs. DeLaughter explained that an approval needed to be made for the original application to be resubmitted. **Motion to approve the HS/EHS/CCP Continuation Application and the Budget for HS/EHS/CCP made by April Turner. Seconded by Louanne Santiago. Approved.**

Adjournment:

The meeting was adjourned at 7:15 pm, by Shavnay McClain. The next scheduled meeting will be on Wednesday, June 27, 2016 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.