

## Mission Statement

Enriched by the diversity of our community, Le Jardin Community Center, Inc. is dedicated to improving the quality of life for children and families. We provide high quality educational, recreational and cultural activities as well as comprehensive services in a safe, caring and nurturing environment. As a private not-for-profit corporation, Le Jardin seeks opportunities, partnerships and resources to meet changing community needs.

## Board of Directors

Christine A. Moore, Chairperson  
Maria-Isabel Olivera, Vice-Chair/Treasurer  
Karin Gerardin, Board Member  
Virginia M. Aponte, Secretary  
Maria-Isabel Olivera, Treasurer  
Jacqueline Lynch, Board Member  
Deana Goldin, Board Member  
Paola Usquelis, Board Member  
Cindy Lyle, Board Member

## Executive Team

Eduardo Berrones    Executive Director  
Audelia Martinez    Chief Operating/Fiscal Officer  
Heather Garcia    HR Director  
Maria Motta    Early Head Start Program Manager  
Maria Rossiter    Head Start Program Manager



Contact Us  
(305) 245-7299

# Le Jardin Community Center, Inc.

## Head Start/Early Head Start Program



## Policy Council/Policy Committee Handbook





Welcome to Le Jardin Community Center, Inc. Program Governance!

Head Start/Early Head Start are anti-poverty programs, dedicated to providing the very best educational environments for children and social services for families.

Our educational environments focus on the child as a whole. We provide stimulating, language-rich classrooms with supportive nurturing care.

We also work with parents to help them set, meet, and exceed their goals. We connect parents to resources, including a parenting curriculum, and encourage them to continue their education and improve their job skills.

Center 1  
320 NW 2nd Street Homestead, FL 33030  
License # C11MD0400

Center 2  
107 SW 8th Street Homestead, FL 33030  
License # C11MD0422

Center 3  
136 NW 12th Street Homestead, FL 33030  
License # C11MD1855

Center 4  
177 W Mowry Drive Homestead, FL 33030  
License #C11MD1368

Center 5  
104 NW 12th Street Homestead, FL 33030  
License # C11MD2141

Center 6  
1465 N. Redland Road Florida City, FL 33034  
License # C11MD2548

Center 7  
370 NE 8th Street Homestead, FL 33030  
License #C11MD2926

Center 8  
1034 NE 8th St, Homestead, FL 33030  
License #:C11MD3086

Prenatal Services  
1034 NE 8th St, Building 200  
Homestead, FL 33030

## **Parents and Program Governance**

The policy groups provide innumerable benefits to parents by allowing them to learn skills to conduct effective meetings, public speaking, and learning to read budgets while developing self-confidence to better advocate for their child and other children as well.

## **Parent Committees**

Parent committees are the foundation of Le Jardin. There is a parent committee for each Le Jardin Center. All of the members of the parent Committee are parents of Head Start and Early Head Start children.

Parents plan activities for themselves and their children, hear from various community members about resources, and discuss ways of improving the services at Le Jardin. The parent committee must provide a report to the Policy President or the Policy Representative.

## **Fiscal Report**

The management staff of Le Jardin provides a fiscal report each month stating the monthly expenditures. Credit card expenses are also presented for the approval of the Policy Council or Committee. Approval also requires a motion, a second and a vote.

## **Program Managers Report**

The Program Managers submit a report and give an update on the program operations. The Managers must include information on enrollment, attendance, and meal counts. They also address concerns of the parent Committee. The program manager presents each component's reports, including special events at the Centers, field trips, nutritional needs, and family and child outcomes. These reports do not need approval.

## Approval Items

Approval of Head Start and Early Head Start operations. The management staff of Le Jardin cannot move forward with operations unless some items are approved.

Examples of items that need approval are:

- ✚ The Program information Report
- ✚ Community Assessment
- ✚ The Self-Assessment Plan and results
- ✚ Continuation and New Grant Proposals
- ✚ Each month's fiscal report, including credit card expenses.
- ✚ Selection Criteria
- ✚ By-laws

All meetings use Robert's Rule of Order. The procedure for approving items after a Policy Councilor Committee member makes a motion is as follows:

**I, (Name) move to approve the (item).**

Other members of the Council or Committee must second the motion:

**I, (Name) second the motion to approve the (item).**

The Chairperson calls for a vote:

**All in favor say aye. All opposed say nay.**

The Chairperson then announces the result.

**The motion is carried (or failed).**

## Agenda and Approval of Agenda

The agenda is a list of items to discuss. Only those items on the agenda can be discussed. Agendas will likely contain the following items:

Call to order  
Roll call  
Quorum  
Adoption of Agenda  
Approval of Minutes  
Approval Items  
Fiscal report  
Program Manager report  
Component Reports  
Announcements  
Adjournment

The agenda must be approved before the meeting. To approve the agenda there must be a motion, a second motion and a vote.

A member of the Committee or Council must say:

**I, (name) motion to approve the Agenda.**

Another member of the Policy Committee or Council must say:

**I, (Name) second the motion to approve the Agenda.**

The Chairperson calls for a vote:

**All in favor say aye. All opposed say nay.**

The Chairperson then announces the result.

**The motion is carried (or failed).**

# Robert's Rules of Order

## To begin a meeting

The Chairperson opens the meeting by calling the meeting to order:

**I, (Name) call this meeting to order at (Time) on (Date).**

## Roll Call

The roll call happens by having each member state their name and center. Le Jardin staff states their name and position.

**My name is \_\_\_\_ and I am a parent from Center \_\_\_\_.**

## Quorum

A quorum means there is enough people to make decisions and approvals. If quorum is met the Secretary says:

**Quorum is met. The meeting may proceed.**

# Approval of Minutes

The minutes are the notes from the previous meeting and must be reviewed and approved. In order to approve the minutes, there must be a motion, a second motion and a vote.

A member of the Policy Council or Committee makes a motion:

**I, (Name) move to approve the minutes.**

Another member of the Policy Council or Committee must second that motion:

**I, (Name) second the motion to approve the minutes.**

The Chairperson calls for a vote:

**All in favor say aye. All opposed say nay.**

The Chairperson then announces the result.

**The motion is carried (or failed).**