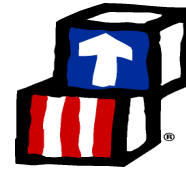




4C HS/EHS POLICY COUNCIL MEETING
December 20, 2017



Representatives

Chandrea Washington
Bianca Melendez
Kiana Pascoe
Chekasha Richardson
Felicia Jones
Nakia Styles
Lixandra Rodriguez
Adina Scantlebury
Daniel Grant
Stephanie Shelton
Joana Bonano
AnnMarie Alvarado

Jessica Adams
Colette Thomas

4C Head Start Staff

Gay DeLaughter
Michelle Ferkovich
Lizandra Toro
Omayra Severino
Percy Snyder
Shantara Gibson

Representation

Policy Council/Chair
Policy Council/Vice-Chair
Policy Council/Secretary
Fifth Ave
Pine Crest
Coqui
Palm Plaza
All About Kidz Oviedo
Kid's Castle EHS
Apopka Child Academy
Parent/Lawton
Community Rep/Children's Home
Society
Community Rep/CareerSource
Non-Voting Member/ Orange
County Head Start

Head Start Director
Head Start Assistant Director
EHS CCP Finance Analyst
HR Generalist
Program Manager
FCP Coordinator

The meeting was called to order at 6:00 pm by the Policy Council Chair, Chandrea Washington. The Roll Call was conducted by Ms. Pascoe, and it was confirmed that a quorum was established.

Action Items:

Approval of Agenda:

Chandrea Washington, Policy Council Chair, asked members to review the agenda and if there were any questions. Ms. Washington asked for a motion to approve the agenda. **Motion to approve the agenda was made by Daniel Grant. Seconded by Bianca Melendez. Motion approved.**

Approval of Meeting Minutes from November 29, 2017:

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on November 29, 2017. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Bianca Melendez. Seconded by Stephanie Shelton. Motion approved.**

Financial Statements and Budget Amendments:

The Financial Statements and Budget Amendments were conducted by Lizandra Toro, EHS CCP Finance Analyst.

HS Financial Statements – September
EHS Financial Statements – September
CCP Financial Statements – September

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **September**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$204,886 under the required amount for the current program year. **EHS** cash and In-Kind for the month of September was 174,055 under the required amount for the current program year. **CCP** cash and In-Kind for the month of September were \$144,076 under the required amount for the current program year.

Mrs. Toro presented the summary of the Financial Statements for HS for the month of **September**. The action plan to meet non-federal shares includes continuous volunteerism. Note that VPK classes did not start yet, once started expected revenue will reflect. The Parent Activities line is lower than budgeted YTD because activities are scheduled at the end of the year. Other Parent Activities including Services and Assistance, reflect a lower line. Such expenses will be monitored and adjusted as needed. Disability Travel also reflects a lower line because there has been no expenditures conference since the beginning of the year. Expenses will be monitored and adjusted as needed.

Mrs. Toro also presented the summary of Financial Statements for EHS for the month of **September**. The action plan to meet non-federal shares includes continuous volunteerism. The Medical/ Dental Supplies line is higher than budgeted YTD because medical supplies were bought at the beginning of the year. The Classroom Supplies line is also higher than budgeted because such supplies included- consumables, small manipulative items, and toys including cultural and special needs oriented items. Expenses are to be monitored and adjusted as needed. The Parent Activities line reflected lower due to these Activities normally being scheduled at the end of the year.

Mrs. Toro finally presented the summary of Financial Statements for CCP for the month of **September**. The action plan to meet non-federal shares include continued encouragement of

volunteerism. The Classroom Supplies line is higher than budgeted YTD because classroom supplies are ordered at the beginning of each semester as well as the set-up of a new provider. These expenses will be monitored and adjusted as needed. The Parent Activities line reflected a lower line because such activities occur at the end of the year and not all activities have been liquidated YTD.

Motion to approve the HS, EHS, EHS-CCP Financial Statements was made by Chekasha Richardson. Seconded by Jessica Adams. Motion approved.

HR Approvals:

Omayra Severino, HR Generalist, presented the new potential hires and separations and the Policy Council Approvals Supplemental for HS/EHS/CCP HR during the month of December 2017. There was one question regarding the HR report involving an explanation for an employee termination. Unfortunately, that question was unable to be answered. **Motion to approve the HR reports for the month of December was made by Chekasha Richardson. Seconded by Daniel Grant. Motion approved.**

Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's report for the month of November. Mrs. DeLaughter stated that the HS program currently has some sites closed due to construction so the enrollment will reflect that. In addition, permits were granted this week for that particular site. At this time, the EHS program is fully enrolled and the CCP program is currently enrolling. HS is currently under enrolled. In regards to attendance, EHS is at 82.84% and needs to aim for more than 85%. Additional enrollment for children with disabilities is being sought. Mrs. DeLaughter stated that currently the programs are on track to complete all the required screenings. In specific, lead screening numbers are increasing due to a partnership with Evoyant. There were no questions regarding the Director's Report. **Motion to approve the Director's Report for November was made by Chekasha Richardson . Seconded by Daniel Grant. Motion approved.**

Discussion Items:

School Readiness Fall Outcomes

This report was given by the ECD coordinator, Kelly Erwin. Expectations met for HS, EHS, and CCP fluctuate across the program in various percentages. Students who are meeting expectations are being taught on intentional teaching cards that script what to do. Two questions were asked and there was some discussion.

Public Comment/ Self-Assessment/ Strategic Planning

A Self-representation speech was made by Jessica Adams. An additional announcement was made by Shantara Gibson about the Self-Assessment/ Strategic Planning email sent out.

Adjournment:

Meeting was adjourned at 6:55 pm. The next scheduled meeting will be on Wednesday, January 24, 2018 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by Bianca Melendez and seconded by Stephanie Shelton.**