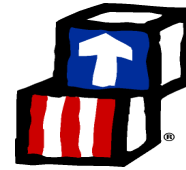




4C HS/EHS POLICY COUNCIL MEETING
November 29, 2017



Representatives

Adina Scantlebury
Stephanie Shelton
Kiana Pascoe
Christina Vasquez
Judith Sierra-Cabana
Lixandra Rodriguez
Daniel Grant
Bianca Melendez
Edna Rosario
Chandrea Washington
AnnMarie Alvarado

Brenda Miller

4C Head Start Staff

Gay DeLaughter
Michelle Ferkovich
Hope Cranford
Percy Snyder
Vilmarie Gonzalez
Shantara Gibson

Representation

All About Kidz Oviedo
Apopka Child Academy
Early Education Station
Golden Bear
Baker HS
Palm Plaza
Kid's Castle EHS
Teddy Bear CCP
Dreaming Big
Parent/Frontline Outreach
Community Rep/Children's Home
Society
Community Rep/Brenda Miller

Head Start Director
Head Start Assistant Director
Program Manager
Program Manager
HR Generalist
FCP Coordinator

The meeting was called to order at 6:00 pm by the Policy Council Secretary, Kiana Pascoe. 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 with the added agenda items. **Motion to approve the agenda was made by. Seconded by. Motion approved.**

Approval of Meeting Minutes from November 10, 2017:

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on November 10, 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:

HS Financial Statements – July & August
EHS Financial Statements – July & August
CCP Financial Statements – July & August

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of July & August, as well as the credit card statements. The cash and In-Kind contributions for HS were \$104,790 under the required amount for the current program year. EHS cash and In-Kind for the month of July were \$323,805 under the required amount for the current program year.

Mrs. Toro presented the summary of the Financial Statements for CCP for the month of July & August. CCP cash and In-Kind is \$497,217 under the required amount for the current program year. Training and Technical Assistance has been lower than budgeted for because all expenses expected to occur have not YTD. There were no questions regarding the CCP Financial Statements for July & August.

Lizandra Toro also presented the Budget Amendment #2 for HS FY 2017-2018. Mrs. Torres-Southern explained that funds are being moved in the categories of Telephone into repairs and maintenance. There were no questions regarding Budget Amendment #2 for HS.

Ms. Toro presented Budget Amendment #2 for EHS FY 2017-2018. Mrs. Toro explained that funds are being moved in the categories of office supplies, education material, and local staff travel. Funds are being moved to classroom supplies, office equipment, nutrition supplies, and employee screening. There were no questions regarding Budget Amendment #2 for EHS.

Ms. Toro presented Budget Amendment #12 for EHS-CCP FY 2016-2017. Mrs. Toro explained that funds are being moved in the categories of office supplies, education material, and local staff travel. Funds are being moved to classroom supplies, office equipment, nutrition supplies, and employee screening. There were no questions regarding Budget Amendment #12 for EHS-CCP.

Motion to approve the financial statements and amendment as presented was made by Maureen Mueller. Seconded by Chekasha Richardson. Motion approved.

HR Approvals:

Vilmarie Gonzalez, HR Generalist, presented the new potential hires and separations and the Policy Council Approvals Supplemental for HS/EHS/CCP HR during the month of November 2017. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of November was made by Christina Vasquez. Seconded by Stephanie Shelton. Motion approved.**

Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's report for the month of October. Mrs. DeLaughter stated that the HS program currently has some sites closed due to construction so the enrollment will reflect that. At this time the EHS program is fully enrolled and the CCP program is currently enrolling. Mrs. DeLaughter stated that currently the programs are on track to complete all the required screenings. There were no questions regarding the Director's Report for September. **Motion to approve the Director's Report for October was made by Daniel Grant. Seconded by Kiana Pascoe. Motion approved.**

Policies and Procedures:

Education Policies and Procedures

Mental Health Policies and Procedures

Health and Safety Policies and Procedures

Microwave Policy

Adjournment:

Motion to adjourn was made by Kiana Pascoe and seconded by Stephanie Shelton. Meeting was adjourned at 3:30 pm. The next scheduled meeting will be on Wednesday, December 20, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.