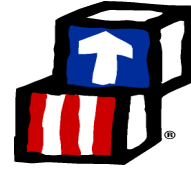




4C HS/EHS POLICY COUNCIL MEETING
February 28, 2018



Representatives

Chandrea Washington
Bianca Melendez
Judith Sierra-Cabana
Chekasha Richardson
Lixandra Rodriguez
Daniel Grant
Stephanie Shelton
Shana Morales
Victoria Lewis
Felicia Lones
Shaney Watkins
Quinesha Murray
Adina Scantlebury
De'Ja Perry
AnnMarie Alvarado

Brenda Miller
Jessica Adams

4C Head Start Staff

Gay DeLaughter
Lizandra Toro
Vilmarie Gonzalez
Percy Snyder
Jeannette Vazquez
Shantara Gibson

Representation

Policy Council/Chair
Policy Council/Vice-Chair
Policy Council/Treasurer
Fifth Ave HS
Palm Plaza
Kid's Castle EHS
Apopka Child Academy CCP
Altamonte HS
Midway HS
Pine Crest HS
Pine Hills Preschool
Rio Grande EHS
All About Kidz Oviedo
We Love Kids CCP
Community Rep/Children's Home
Society
Community Rep/Nemours
Community Rep/CareerSource

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

The meeting was called to order at 6:15 pm by the Policy Council Chair, Chandrea Washington. The Roll Call was conducted by Ms. Washington, 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. The Non Federal Share Waiver was added to the agenda and the Child

Outcomes were tabled for next month. Ms. Washington asked for a motion to approve the agenda with updated changes. **Motion to approve the agenda was made by Bianca Melendez. Seconded by Daniel Grant. Motion approved.**

Approval of Meeting Minutes from January 24, 2018:

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on January 24, 2018. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by AnnMarie Alvarado. Seconded by Daniel Grant. Motion approved.**

Vote for Policy Council Secretary:

Chandrea Washington, Policy Council Chair, stated that the Secretary position on the Policy Council Executive Committee has become vacant. Ms. Washington opened the floor for nominations. Ms. Washington nominated Ms. Stephanie Shelton, but Ms. Shelton had to decline the nomination. Ms. Victoria Lewis nominated herself for the Secretary position. **Ms. Lewis was elected with a total of 17 votes.**

Financial Statements and Budget Amendments:

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

HS Financial Statements – November
EHS Financial Statements – November
CCP Financial Statements – November

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **November**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$237,903 under the required amount for the current program year. **EHS** cash and In-Kind for the month of November was \$213,487 under the required amount for the current program year. **CCP** cash and In-Kind for the month of November were \$241,420 under the required amount for the current program year.

Mrs. Toro presented the summary of the Financial Statements for HS for the month of **November**. 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. Expenses will be monitored and adjusted as needed.

Mrs. Toro also presented the summary of Financial Statements for EHS for the month of **November**. 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. 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 **November**. 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.

Ms. Toro presented the Budget Amendment #4 for HS FY 2017-2018. Ms. Toro explained that funds are being moved from Personnel and other to supplies. There were no questions regarding Budget Amendment #4 for HS.

Ms. Toro also presented Budget Amendment #3 for EHS-CCP FY 2017-2018. Ms. Toro explained that funds are being moved from contractual-consultant to supplies. There were no questions regarding Budget Amendment #3 for EHS-CCP.

Motion to approve the HS, EHS, EHS-CCP Financial Statements and Budget Amendments was made by Shaney Watkins. Seconded by Stephanie Shelton. Motion approved.

Non Federal Share Waiver:

Lizandra Toro, CCP Finance Analyst, presented the Non Federal Share Waivers for Head Start/Early Head Start and CCP. Ms. Toro shared that the program is requesting a waiver amount of \$991,599, which is based on the projected amount for the current fiscal year. Ms. Toro explained that the program is required to bring in 20% of the awarded amount through in-kind, such as donated goods and services. Ms. Toro also presented the Early Head Start-Child Care Partnerships Non-Federal Share Waiver Request. Ms. Toro shared that the program is requesting a waiver amount of \$647,104, which is based on the projected amount for the current fiscal year.

Motion to approve the Head Start/Early Head Start and CCP Non Federal Share Waivers was made by Bianca Melendez. Seconded by Victoria Lewis. 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 February 2018. There were no questions regarding the HR report. **Motion to approve the HR reports for the month of February was made by AnnMarie Alvarado. Seconded by Quinesha Murray. Motion approved.**

Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's report for the month of January. 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. HS is currently under enrolled. In regards to attendance, EHS is at 84.70% and HS is at 84.62% and needs to aim for more than 85%. CCP attendance is currently at 89.9%. 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. Mrs. DeLaughter also shared that the Program Goals were updated during the Strategic Planning session and these will be reflected on next month's report. There were no questions regarding the Director's Report. **Motion to approve the Director's Report for January was made by Chekasha Richardson. Seconded by Victoria Lewis. Motion approved.**

HS/EHS Continuation Application:

Mrs. DeLaughter shared with the Policy Council that the continuation application is currently being completed and information from the Community Assessment, Strategic Planning Session and the Self Assessment were being used to complete it. Mrs. DeLaughter stated that the Policy Council had the opportunity to participate in the Strategic Planning Session as well as the Self-Assessment. Mrs. DeLaughter stated that the application is due on April 1st, but the Policy Council meeting date for April is April 25th, 2018 so there will need to be a meeting before then. There will need to be an approval for the executive committee to approve the application if a quorum is not met during the appointed meeting time.

Motion to approve the Executive Committee to review and vote on the HS/EHS Continuation application if there is no quorum established by Policy Council was made by Shaney Watkins. Seconded by Victoria Lewis. Motion approved.

2018-2019 Weight Scale:

Jeannette Vazquez, ERSEA Coordinator shared the new Weight scale for the 2018-2019 program year. Ms. Vazquez explained that the Weight Scale committee of staff, community representatives and parents met to discuss the changes that were needed. Ms. Vazquez reviewed the revisions and the reasons why as compared to the Community Assessment.

Motion to approve the 2018-2019 Weight Scale was made by Victoria Lewis. Seconded by Judith Sierra-Cabana. Motion approved.

Public Comment:

There were no additional public comments.

Adjournment:

Meeting was adjourned at 7:10 pm. The next scheduled meeting will be on Wednesday, March 28, 2018 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by Shaney Watkins and seconded by Victoria Lewis.**