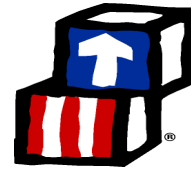




4C HS/EHS POLICY COUNCIL MEETING
March 28, 2018



Representatives

Chandrea Washington
Victoria Lewis
Chekasha Richardson
Lixandra Rodriguez
KellyAnn Francas
Daniel Grant
Stephanie Shelton
Shana Morales
Solangelee Gonzalez
Shaney Watkins
Nakia Styles
Adriana Aybar
De'Ja Perry
AnnMarie Alvarado

Brenda Miller

4C Head Start Staff

Michelle Ferkovich
Lizandra Toro
Omayra Severino
Percy Snyder
Kelly Erwin
Shantara Gibson

Representation

Policy Council Chair/Frontline CCP
Policy Council Secretary/Midway HS
Fifth Ave HS
Palm Plaza
Rising Kid's Academy CCP
Kid's Castle EHS
Apopka Child Academy CCP
Altamonte HS
Dreaming Big HS
Pine Hills Preschool
Coqui HS
Kid's Castle EHS-CCP
We Love Kids CCP
Community Rep/Children's Home
Society
Community Rep/Nemours

Assistant Head Start Director
Finance Analyst
HR Generalist
Program Manager
Education 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 Victoria Lewis, Policy Council Secretary, 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 updated changes. **Motion to approve the agenda was made by Victoria Lewis. Seconded by Daniel Grant. Motion approved.**

Approval of Meeting Minutes from February 28, 2018:

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on February 28, 2018. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Victoria Lewis. Seconded by Adriana Aybar. 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 – December
EHS Financial Statements – December
CCP Financial Statements – December

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **December**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$303,956 under the required amount for the current program year. **EHS** cash and In-Kind for the month of December was \$310,169 under the required amount for the current program year. **CCP** cash and In-Kind for the month of December were \$282,626 under the required amount for the current program year.

Mrs. Toro presented the summary of the Financial Statements for HS for the month of **December**. 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 **December**. The action plan to meet non-federal shares includes continuous volunteerism. 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 **December**. 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 operating, supplies, contractual and other. There were no questions regarding Budget Amendment #4 for HS.

Ms. Toro also presented Budget Amendment #5 for EHS FY 2017-2018. Ms. Toro explained that funds are being moved from operating, contractual and supplies. There were no questions regarding Budget Amendment #5 for EHS.

Ms. Toro also presented Budget Amendment #4 for EHS-CCP FY 2017-2018. Ms. Toro explained that funds are being moved from contractual to supplies. There were no questions regarding Budget Amendment #4 for EHS-CCP.

Motion to approve the HS, EHS, EHS-CCP Financial Statements and Budget Amendments was made by Daniel Grant. Seconded by Stephanie Shelton. 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 March 2018. There were no questions regarding the HR report. **Motion to approve the HR reports for the month of March was made by AnnMarie Alvarado. Seconded by Lixandra Rodriguez. Motion approved.**

Director's Report:

Michelle Ferkovich, Head Start Director, presented the Director's report for the month of February. Mrs. Ferkovich 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 86.09% and HS is at 86%. CCP attendance is currently at 89.85%. Additional enrollment for children with disabilities is being sought for CCP. Mrs. Ferkovich stated that currently the programs are on track to complete all the required screenings. There were no questions regarding the Director's Report. **Motion to approve the Director's Report for February was made by Stephanie Shelton. Seconded by Victoria Lewis. Motion approved.**

CCP Continuation Application:

Mrs. Ferkovich shared with the Policy Council that the CCP 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. Ferkovich stated that the application is due on May 1st, but the Policy Council meeting date for May is May 24th, 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 CCP Continuation application if there is no quorum established by Policy Council was made by KellyAnn Francas. Seconded by Stephanie Shelton. Motion approved.

Disabilities Policies and Procedures:

Mr. Percy Snyder, Program Manager, presented the updated Disabilities Policies and Procedures. Mr. Snyder explained that the Policies reflected the updated Performance Standards and updated language that include all programs. Mr. Snyder explained that the Policies and Procedures were sent out to be reviewed by the Policy Council. There were no questions regarding the Disabilities Policies and Procedures.

Motion to approve the Disabilities Policies and Procedures was made by Victoria Lewis. Seconded by KellyAnn Francas. Motion approved.

CCP Disability Waiver:

Mr. Snyder presented the CCP Disability Waiver. Mr. Snyder explained that currently, the Head Start and Early Head Start programs have met the required 10% of children with disabilities that need to be served for the program year. Mr. Snyder explained that the CCP program is serving 7.66% and anticipate serving more. The program is currently working to create partnerships and recruit more children with disabilities. We believe the program will meet the required 10% before the end of the program year, but would like to submit the waiver as a precaution. There were no questions regarding the CCP Disability Waiver.

Motion to approve the CCP Disability Waiver was made by AnnMarie Alvarado. Seconded by KellyAnn Francas. Motion approved.

Parent Activity Funds:

Midway HS requested \$245.00 for a trip to Airport Lanes Bowling on April 27, 2018.

Fifth Avenue requested \$308.00 for a trip to Airport Lanes Bowling on April 27, 2018

Coqui HS requested \$119.00 for a trip to Airport Lanes Bowling on April 27, 2018

Kid's Castle EHS \$98.00 for a trip to Airport Lanes Bowling on April 27, 2018

Pine Crest HS requested \$259.00 for a trip to Airport Lanes Bowling on April 27, 2018

Altamonte HS requested \$133.00 for a trip to the Picture Show on May 12, 2018

Motion to approve the presented Parent Activity Funds requests was made by KellyAnn Francas. Seconded by Victoria Lewis.

School Readiness 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:

There were no additional public comments.

Adjournment:

Meeting was adjourned at 7:10 pm. The next scheduled meeting will be on Wednesday, April 25, 2018 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by Victoria Lewis and seconded by Stephanie Shelton.**