



4C HS/EHS POLICY COUNCIL MEETING
June 27, 2018



Representatives

Chandrea Washington
Chekasha Richardson
Jherson Martinez
Katrina Samuels
Adriana Aybar
Veronica Monts
De'Ja Perry
AnnMarie Alvarado

Representation

Policy Council Chair/Frontline CCP
Fifth Ave HS
Light Years Ahead EHS
All About Kidz Oviedo
Kid's Castle EHS-CCP
Hartage FCC
We Love Kids CCP
Community Rep/Children's Home
Society

4C Head Start Staff

Michelle Ferkovich
Paul Spears
Vilmarie Gonzalez
Shantara Gibson

Assistant Head Start Director
Finance and Accounting Director
HR Generalist
FCP Coordinator

The meeting was called to order at 6:25 pm by the Policy Council Chair, Chandrea Washington. The Roll Call was also 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. Ms. Washington asked for a motion to approve the agenda. **Motion to approve the agenda was made by Veronica Monts. Seconded by De'Ja Perry. Motion approved.**

Approval of Meeting Minutes from May 23, 2018:

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on May 23, 2018. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Ann Marie Alvarado. Seconded by Adriana Aybar. Motion approved.**

Financial Statements and Budget Amendments:

HS Financial Statements – March
EHS Financial Statements – March
CCP Financial Statements – March

Paul Spears, Finance and Accounting Director, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **March**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$355,839. **EHS** cash and In-Kind for the month of March was \$397,658 under the required amount for the current program year. **CCP** cash and In-Kind for the month of March were \$420,777 under the required amount for the current program year.

Mr. Spears presented the Budget Amendment #6 for HS FY 2017-2018. Mr. Spears explained that funds are being moved from Operating, Contractual, and other budget lines. There were no questions regarding Budget Amendment #6 for HS.

Mr. Spears also presented Budget Amendment #7 for EHS FY 2017-2018. Mr. Spears explained that funds are being moved from Operating, Contractual and Other budget lines. There were no questions regarding Budget Amendment #7 for EHS.

Mr. Spears also presented Budget Amendment #5 for EHS-CCP FY 2017-2018. Mr. Spears explained that funds are being moved from Office Equipment to Classroom Supplies budget lines. There were no questions regarding Budget Amendment #5 for EHS-CCP.

Motion to approve the HS, EHS, EHS-CCP Financial Statements and Budget Amendments was made by Chekasha Richardson. Seconded by AnnMarie Alvarado. 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 June 2018. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of June was made by Veronica Monts. Seconded by Chekasha Richardson. Motion approved.**

Director's Report:

Michelle Ferkovich, Assistant Head Start Director, presented the Director's report for the month of May. 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. Additional

enrollment for children with disabilities is being sought for CCP as the percentage continues to increase. Mrs. Ferkovich stated that currently the programs are on track to complete all the required screenings as the programs have partnered with Evoyent Health. Mrs. Ferkovich also discussed the Program Instruction released on 6/5/2018 which focuses on Full Enrollment and Enrollment Requirements for programs. There were no questions regarding the Director's Report. **Motion to approve the Director's Report for May was made by Chekasha Richardson. Seconded by AnnMarie Alvarado. Motion approved.**

Vehicle use Policy and Incentive Policy

The Vehicle Use Policy and the Incentive Policy was sent out for Policy Council review and questions to be discussed. There were no questions regarding the Vehicle Use Policy and the Incentive Policy. **A motion to approve the policies was made by Chekasha Richardson and Seconded by AnnMarie Alvarado.**

Vote For Secretary Position:

- 1) The Secretary position was reviewed and explained in detail by Shantara Gibson, FCP Coordinator. Ms. Chekasha Richardson nominated herself and gave a summary of her history with Head Start and other interests.
 - a. Secretary – Parents nominated were Chekasha Richardson and she was elected with 8 votes.

Public Comment:

There were no additional public comments.

Adjournment:

Meeting was adjourned at 7:25 pm. The next scheduled meeting will be on Wednesday, July 25, 2018 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by AnnMarie Alvarado and seconded by De'Ja Perry .**