



4C HS/EHS POLICY COUNCIL MEETING
July 25, 2018



Representatives

Chandrea Washington
Chekasha Richardson
Daniel Grant
Katrina Samuels
Christina Vasquez
Stephanie Shelton
De'Ja Perry
AnnMarie Alvarado

Representation

Policy Council Chair/Frontline CCP
Policy Council Secretary/Fifth Ave HS
Light Years Ahead EHS
All About Kidz Oviedo
Golden Bear CCP
Apopka Child Academy
We Love Kids CCP
Community Rep/Children's Home
Society

4C Head Start Staff

Gay DeLaughter
Michelle Ferkovich
Janneth Diaz
Vilmarie Gonzalez
Shantara Gibson

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

The meeting was called to order at 6:15 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 AnnMarie Alvarado. Seconded by Christina Vasquez. Motion approved.**

Approval of Meeting Minutes from June 27, 2018:

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on June 27, 2018. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Chekasha Richardson. Seconded by Stephanie Shelton approved.**

Financial Statements and Budget Amendments:

HS Financial Statements – April

EHS Financial Statements – April

CCP Financial Statements – April

Janneth Diaz, Accounting and Finance Supervisor, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **April**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$362,839. **EHS** cash and In-Kind for the month of April was \$418,489 under the required amount for the current program year. **CCP** cash and In-Kind for the month of April were \$474,577 under the required amount for the current program year.

Mrs. Diaz presented the Budget Amendment #7 for HS FY 2017-2018. Mrs. Diaz explained that funds are being moved from Salaries, Fringe Benefits, Supplies, Contractual, and other budget lines. There were no questions regarding Budget Amendment #7 for HS.

Mrs. Diaz also presented Budget Amendment #8 for EHS FY 2017-2018. Mrs. Diaz explained that funds are being moved from Personnel, Supplies, Contractual and Other budget lines. There were no questions regarding Budget Amendment #8 for EHS.

Mrs. Diaz also presented Budget Amendment #6 for EHS-CCP FY 2017-2018. Mrs. Diaz explained that funds are being moved from employee screening to classroom supplies, repairs and maintenance, and equipment budget lines. There were no questions regarding Budget Amendment #6 for EHS-CCP.

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

Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's report for the month of June. Mrs. DeLaughter stated that the HS program is currently closed for the summer. At this

time, the EHS program is fully enrolled and the CCP program is currently enrolling. Additional enrollment for children with disabilities is being sought for CCP as the percentage continues to increase. Mrs. DeLaughter stated that currently the lead screening numbers are improving. Mrs. DeLaughter stated that Policy Council will be getting invitations to be involved in interviewing and an email will be sent out for involvement. A training will be provided so that Policy Council representatives are comfortable There were no questions regarding the Director's Report. **Motion to approve the Director's Report for June was made by Chekasha Richardson. Seconded by Katrina Samuels. Motion approved.**

Program Governance Policy 02

Shantara, Gibson, FCP Coordinator, presented the updated Program Governance Policy 02. Ms. Gibson stated that the policy was updated to include emails being sent out to Policy Council representatives to be invited to sit on the interview panel. The Policy was sent out for review by the Policy Council. There were no questions regarding the updated Program Governance Policy 02. **A motion to approved the updated Program Governance Policy 02 was made by Chekasha Richardson. Seconded by Stephanie Shelton. Motion approved.**

ByLaws

Shantara Gibson, FCP Coordinator, presented the updated ByLaws. The Policy Council met in April to discuss suggestions and updates needed to be made to the ByLaws. TheByLwas were tabled for a later date because additional updates were being made during program planning. The update made to the ByLaws included the Policy Council seating date change from October to September. There were no questions regarding the updated ByLwas. **A motion to approve the ByLaws was made by AnnMarie Alvarado. Seconded by Chekasha Richardson. Motion approved.**

Public Comment:

Ms. Christina Vasquez, Golden Bear Policy Council representative asked a question regarding aging out of the Early Head Start-CCP program. Mr. Percy Snyder, Program Director stated that he would follow up with Ms. Vasquez.

Ms. Chandra Washington, Policy Council Chair, posed a question regarding Family Engagement meeting dates and times. Ms. Washington stated that a survey would be sent out to all representatives to find out the best schedule for meeting dates.

Ms. Katrina Samuels asked for clarification regarding Education Reimbursement and whether reimbursement covered costs when loans are being paid. Mrs. DeLaughter stated that education reimbursement does not cover loan payments or if financial aid has been received.

Adjournment:

Meeting was adjourned at 7:02 pm. The next scheduled meeting will be on Wednesday, August 22, 2018 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by Chekasha Richardson and seconded by AnnMarie Alvarado .**