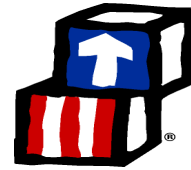




**4C HS/EHS POLICY COUNCIL MEETING**  
**October , 2018**



**Representatives**

Chandrea Washington  
Chekasha Richardson  
Stephanie Shelton  
Barbara Ozuna  
Evelyn Coley  
Pauline Perkins  
Kathy Solomon  
Aquila Drayton  
Danielle Simpson  
Maria Rivas  
Chrisitne Pryor  
Michelle Reed

**Representation**

Frontline CCP  
Fifth Ave HS  
Apopka Child Academy  
Golden Bear  
Midway HS  
Pine Crest HS  
Little Angels  
A Gateway Rising  
Coqui HS  
Palm Plaza  
UCP Pine Hills  
Hartage CCP

**4C Head Start Staff**

Gay DeLaughter  
Michelle Ferkovich  
Janneth Diaz  
Jaena Ferguson  
Vilmarie Gonzalez  
Shantara Gibson

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

The meeting was called to order at 6:15 pm by the FCP Coordinator, Shantara Gibson. The Roll Call was also conducted by Ms. Gibson and it was confirmed that there was a quorum established.

**Action Items:**

**Elections of Officials and Committees:**

- 1) Executive Committee - Each position for the election of the Executive Committee was reviewed and explained in detail by Shantara Gibson, FCP Coordinator. Nominations were made and each parent representative was able to present their platform (list of values, ideas and contributions to the program).
  - a. Chair – Parent nominated was Chandrea Washington. Ms. Washington was elected Chair with a total of eleven votes.

- b. Vice – Chair- Parents nominated were Chekasha Richardson and Aquila Drayton. Ms. Drayton was elected as Vice-Chair with a total of six votes.
- c. Secretary – Parent nominated was Chekasha Richardson. Ms. Richardson was elected with a total of eleven votes.
- d. Treasurer- Parent nominated was Michelle Reed. Ms. Reed was elected with a total of eleven.

**Agenda:**

Chandrea Washington, Policy Council Chair, asked members to review the agenda and if there were any questions. There were no questions regarding the agenda. **Motion to approve the agenda was made by Michelle Reed. Seconded by Christine Pryor. Motion approved.**

**Meeting Minutes:**

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on September 26, 2018. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Stephanie Shelton. Seconded by Pauline Perkins. Motion approved.**

**Financial Statements and Budget Amendments:**

HS Financial Statements – July  
EHS Financial Statements – July  
CCP Financial Statements – July

Janneth Diaz, Accounting and Finance Supervisor, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **July**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$364,515 under required match. **EHS** cash and In-Kind for the month of **July** was \$378,713 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **July** were \$454,206 under the required amount for the current program year.

Mrs. Diaz presented the Budget Amendment #1 for HS FY 2018-2019. Mrs. Diaz explained that funds are being moved from Equipment budget line into Contractual expense budget line. There were no questions regarding Budget Amendment #1 for HS.

Mrs. Diaz also presented Budget Amendment #1 for EHS FY 2017-2019. Mrs. Diaz explained that funds are being moved from Equipment and Supplies budget lines into Supplies and Contractual budget lines. There were no questions regarding Budget Amendment #1 for EHS.

Mrs. Diaz reviewed all credit card statements for the month of July. The credit card statements included Centennial Bank, Citgo, Home Depot, and Walmart expenses.

**Motion to approve the Financial Statements, Budget Amendments, and Credit Card Statements as presented was made by Chekasha Richardson. Seconded by Stephanie Shelton. 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 October 2018. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of October was made by Chekasha Richardson. Seconded by Pauline Perkins. Motion approved.**

**Director's Report:**

Gay DeLaughter, Head Start Director, presented the Director's report for the month of September. At this time, the EHS program is fully enrolled and the CCP program is currently enrolling. Attendance is above 85% in all three programs. 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 the Change of Scope: HS to EHS conversion of slots application, along with the budget in order to review it. The conversion will include 40 HS slots being converted to 20 EHS slots which will assist the program in getting to the children and families earlier. There were no questions regarding the Director's Report. **Motion to approve the Director's Report for September was made by Stephanie Shelton. Seconded by Michelle Reed. Motion approved.**

**Change of Scope: HS/EHS Conversion of slots Application:**

Chandrea Washington, Policy Council Chair, recommended that the entire Policy Council review the HS/EHS conversion application and vote via conference call. Shantara Gibson, FCP Coordinator, reminded the Policy Council that if a quorum was not established during the conference call that the Policy Council may vote via email. **A motion to approve the Policy Council voting on the Change of Scope: HS/EHS Conversion Application via conference call was made by Aquila Drayton. Seconded by Stephanie Shelton. Motion approved.**

**Management Systems and HR Policy:**

The Management Systems Policies and Procedures and HR Policies and Procedures were reviewed by two separate committees. The minutes for each of these meetings was shared with the Policy Council. **A motion to approved the Management Systems and HR Policies and Procedures was made by Stephanie Shelton. Seconded by Aquila Drayton. Motion approved.**

**Executive Committee Approval of Policies:**

Shantara Gibson, FCP Coordinator, shared with the Policy Council that there will be Policies being reviewed that will need approval before the next Policy Council meeting. The Policy Council will need to approve the Executive Committee approving the Policies and Procedures as they are presented by each of the committees.

**A motion to approve the Executive Committee approving the Education and QA Policies and Procedures as presented by the made by Michelle Reed. Seconded by Stephanie Shelton. Motion approved.**

**Upcoming Trainings and Conferences:**

Shantara Gibson, FCP Coordinator, stated that The Parent, Family, and Community Engagement Conference is being held in Orlando on December 16-December 20, 2018. Representatives are encouraged to volunteer for this conference, as well as attend.

**Public Comment:**

There were no additional public comments.

**Adjournment:**

Meeting was adjourned at 7:02 pm. The next scheduled meeting will be on Wednesday, November 28, 2018 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by Chekasha Richardson and seconded by Stephanie Shelton.**