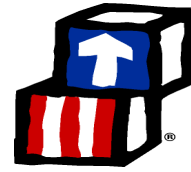




4C HS/EHS POLICY COUNCIL MEETING
September 26, 2018



Representatives

Chandrea Washington
Chekasha Richardson
Daniel Grant
Katrina Samuels
Stephanie Shelton
Brenda Miller

Dawud Hodges
Aquila Drayton
Danielle Simpson
Maria Rivas
Chrisitne Pryor
Keirstin Brzozowski
Kellie Hoisington
Michelle Reed
Kiana Pascoe

4C Head Start Staff

Gay DeLaughter
Michelle Ferkovich
Percy Snyder
Maria Torres-Southern
Jaena Ferguson
Vilmarie Gonzalez
Shantara Gibson

Representation

Policy Council Chair/Frontline CCP
Policy Council Secretary/Fifth Ave HS
Light Years Ahead EHS
All About Kidz Oviedo
Apopka Child Academy

Longwood HS
A Gateway Rising
Coqui HS
Palm Plaza
UCP Pine Hills
Rising Kids Longwood
Teddy Bear CCP
Hartage CCP
Kid's Palace CCP

Head Start Director
Assistant Head Start Director
Program Manager
Finance Analyst
Health and Nutrition Coordinator
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 there was no quorum was established.

Action Items:

Seating of 2018-2019 Policy Council representatives:

Chandrea Washington, Policy Council Chair, read the roll call of the 2018-2019 Policy Council representatives and at this time, a quorum was established.

Agenda:

Chandrea Washington, Policy Council Chair, asked members to review the agenda and if there were any questions. Ms. Washington stated that the Data Security Policy will be tabled until next month's meeting. There were no questions regarding the agenda. **Motion to approve the agenda was made by Chekasha Richardson. Seconded by Stephanie Shelton. Motion approved.**

Meeting Minutes:

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on August 22, 2018 and the Executive Committee meeting on August 29, 2018. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Chekasha Richardson. Seconded by Kellie Hoisington. Motion approved.**

Financial Statements and Budget Amendments:

HS Financial Statements – June
EHS Financial Statements – June
CCP Financial Statements – June

Maria Torres-Southern, Accounting and Finance Supervisor, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **June**, 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 **June** was \$378,713 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **June** were \$454,206 under the required amount for the current program year.

Mrs. Torres-Southern 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. Torres-Southern also presented Budget Amendment #1 for EHS FY 2017-2019. Mrs. Torres-Southern 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. Torres-Southern reviewed all credit card statements for the month of June. 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 Dawud Hodges. 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 September 2018. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of September was made by Chekasha Richardson. Seconded by Stephanie Shelton. Motion approved.**

Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's report for the month of August. 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 August was made by Michelle Reed. Seconded by Kellie Hoisington. Motion approved.**

Corrective Action Plan:

Gay DeLaughter, Head Start Director, shared with the Policy Council that in order to ensure that active supervision is taking place at all site throughout the day, a Corrective Action Plan (CAP) is being put in place. This CAP will be developed with the assistance of the Policy Council and will include all areas of the program. An email will be sent out with meeting dates and times to ensure that the Policy Council is involved in the entire process.

Upcoming Trainings and Conferences:

Shantara Gibson, FCP Coordinator, stated that the annual Program Governance Training is being held on October 5, 2018 at the Heart of Florida United Way beginning at 8:30 am. The Head Start Region IV Program Governance Training and Luncheon dates are October 29-October 31, 2018 in West Palm Beach. Mrs. DeLaughter shared with the Policy Council that there are a few more spots for parents to attend the conference and that any requests should be submitted to the FCP Coordinator. The Parent, Family, and Community Engagement Conference is being held in Orlando on December 16-December 20, 2018. Representatives were also encouraged to volunteer for this conference.

Public Comment:

There were no additional public comments.

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 Michelle Reed and seconded by Stephanie Shelton .**