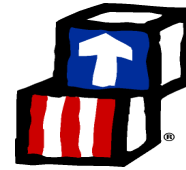




**4C HS/EHS POLICY COUNCIL MEETING**  
**December 19, 2018**



**Representatives**

Chandrea Washington  
Michelle Reed  
Chekasha Richardson  
Stephanie Shelton  
Cathy Salaman  
Tiesha Russell  
Maria Rivas  
Kellie Hoisington

**Representation**

Policy Council Chair/Frontline CCP  
Policy Council Treasurer/Hartage  
Policy Council Secretary/Fifth Ave HS  
Apopka Child Academy CCP  
Little Angels  
Altamonte HS  
Palm Plaza HS  
Teddy Bear FCC/CCP

**4C Head Start Staff**

Gay DeLaughter  
Michelle Ferkovich  
Percy Snyder  
Devon Jankowski  
Vilmarie Gonzalez  
Shantara Gibson

Head Start Director  
Assistant Head Start Director  
Program Manager  
Finance Analyst  
HR Generalist  
FCP Coordinator

The meeting was called to order at 6:10 pm by the Policy Council Chair, Chandrea Washington. The Roll Call was conducted by Chekasha Richardson, Policy Council Secretary and it was confirmed that there was a quorum established.

**Action Items:**

**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 Kellie Hoisington. Motion approved.**

**Meeting Minutes:**

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on November 28, 2018. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Chekasha Richardson. Seconded by Stephanie Shelton. Motion approved.**

### **Financial Statements and Budget Amendments:**

HS Financial Statements – September  
EHS Financial Statements – September  
CCP Financial Statements – September

Devon Jankowski, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **September**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$177,076 under required match. **EHS** cash and In-Kind for the month of **September** was \$174,067 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **September** were \$147,388 under the required amount for the current program year.

Mr. Jankowski reviewed all credit card statements for the month of September. 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 Stephanie Shelton. Seconded by Chekasha Richardson. 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 December 2018. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of November was made by Michelle Reed. Seconded by Chekasha Richardson. Motion approved.**

### **Director's Report:**

Gay DeLaughter, Head Start Director, presented the Director's report for the month of November. At this time, Baker HS has just opened and enrollment is at 63 and will need to be fully enrolled at 77. CCP is now fully enrolled. Attendance is above the required 85% in Head Start and CCP and is at 84% in EHS. Mrs. DeLaughter stated that we continue to enroll children with disabilities to meet the 10% requirement. Mrs. DeLaughter stated that screening numbers are looking good as the program continues to screen the children. There were no questions regarding the Director's Report. **Motion to approve the Director's Report for November was made by Michelle Reed. Seconded by Stephanie Shelton. Motion approved.**

### **Corrective Action Plan:**

Gay DeLaughter, Head Start Director, stated to the Policy Council that the Corrective Action Plan has been discussed previously at Policy Council meetings and the Office of Head Start (OHS) placed the program on the CAP after a child was left in a classroom unsupervised. The program had to put a plan in place that demonstrates that the program has measures in place in the classrooms to make sure that never happens again. The document includes trainings with

teachers, updated Policies and Procedures, updated contracts. The plan is due to the Office of Head Start in February. The plan needs to be approved by the Policy Council and the 4C Board. Mrs. DeLaughter stated that the Policy Council can vote to have the Executive Committee review and approve the Corrective Action Plan or have a conference call that the entire Policy Council can be a part of to review and vote on the plan. Ms. Gibson reminded the Policy Council that if there is no quorum established during the conference call that the Executive Committee will be charged with reviewing the Corrective Action Plan and approving it. The Policy Council discussed the different options and agreed to have the entire Policy Council to review and call in for a conference call. **A motion to approve the Corrective Action Plan being sent to the entire Policy Council to have a conference call was made by Michelle Reed. Seconded by Stephanie Shelton. Motion approved.**

#### **Mental Health Policies and Procedures:**

Kellie Hoisington, Policy Council Representative, shared with the Policy Council that a committee reviewed the updated Policies and Procedures. The updates included different responsibilities of procedures being placed with the correct staff. The Policies Procedures will not have any effect on the children that are currently enrolled in the programs. The referral process was updated to include the procedure for the teacher's role and when to complete a referral for additional services. There were no additional questions regarding the Mental Health Policies and Procedures. **A motion to approve the Mental Health Policies and Procedures was made by Kellie Hoisington. Seconded by Chekasha Richardson. Motion approved.**

#### **Upcoming Trainings and Conferences:**

Shantara Gibson, FCP Coordinator, stated that the National Head Start Conference is currently happening in Orlando. A few Policy Council representatives have been attending the conference during the week. The next conference is the Region IV Conference in February in Atlanta, GA. A few Policy Council representatives will be attending as well.

#### **Public Comment:**

There were no additional public comments.

#### **Adjournment:**

Meeting was adjourned at 6:45 pm. The next scheduled meeting will be on Wednesday, January 23, 2019 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by Stephanie Shelton and seconded by Michelle Reed.**