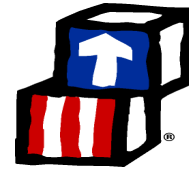




4C HS/EHS POLICY COUNCIL MEETING
November 28, 2018



Representatives

Chandrea Washington
Aquila Drayton

Michelle Reed
Chekasha Richardson
Stephanie Shelton
Kiana Pascoe
Evelyn Coley
Pauline Perkins
Cathy Salaman
Tiesha Russell
Maria Rivas

Representation

Policy Council Chair/Frontline CCP
Policy Council Vice Chair/A Gateway
Rising EHS
Policy Council Treasurer/Hartage
Policy Council Secretary/Fifth Ave HS
Apopka Child Academy CCP
Kid's Palace CCP
Midway HS
Pine Crest HS
Little Angels
Altamonte HS
Palm Plaza HS

4C Head Start Staff

Gay DeLaughter
Michelle Ferkovich
Janneth Diaz
Devon Jankowski
Omayra Severino
Shantara Gibson

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

The meeting was called to order at 6:15 pm by the Policy Council Vice Chair, Aquila Drayton. The Roll Call was conducted by Chekasha Richardson, Policy Council Secretary and it was confirmed that there was a quorum established.

Action Items:

Agenda:

Aquila Drayton, Policy Council Vice 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 Stephanie Shelton. Seconded by Chekasha Richardson. Motion approved.**

Meeting Minutes:

Aquila Drayton, Policy Council Vice Chair, asked members to review minutes from the PC Meeting on October 24, 2018. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Chekasha Richardson. Seconded by Pauline Perkins. Motion approved.**

Financial Statements and Budget Amendments:

HS Financial Statements – August
EHS Financial Statements – August
CCP Financial Statements – August

Janneth Diaz, Accounting and Finance Supervisor, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **August**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$154,024 under required match. **EHS** cash and In-Kind for the month of **August** was \$149,498 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **August** were \$75,873 under the required amount for the current program year.

Mrs. Diaz presented the Budget Amendment #2 for HS FY 2018-2019. Mrs. Diaz explained that funds are being moved from Other Occupancy budget line into Educational expense budget line. There were no questions regarding Budget Amendment #2 for HS.

Mrs. Diaz also presented Budget Amendment #2 for EHS FY 2018-2019. Mrs. Diaz explained that funds are being moved from Other Occupancy budget lines into Cleaning Supplies budget lines. There were no questions regarding Budget Amendment #2 for EHS.

Mrs. Diaz also presented Budget Amendment #2 for EHS/CCP FY 2018-2019. Mrs. Diaz explained that funds are being moved from Travel budget lines Meetings/Conferences budget lines. There were no questions regarding Budget Amendment #2 for EHS/CCP.

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 Michelle Reed. Seconded by Chekasha Richardson. Motion approved.

HR Approvals:

Omayra Severino, HR Generalist, presented the new potential hires and separations and the Policy Council Approvals Supplemental for HS/EHS/CCP HR during the month of November 2018. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of November was made by Stephanie Shelton. Seconded by Pauline Perkins. Motion approved.**

2018-2019 Early Head Start Expansion Application and budget:

Shantara Gibson, FCP Coordinator, stated to the Policy Council that everyone received the Early Head Start Expansion application in its entirety via email to review and share any comments, questions, or concerns. Shantara Gibson, FCP Coordinator, stated that a summary was also sent out a few weeks ago and a conference call regarding the summary was held on November 15, 2018. On the call was the Executive Committee and they were able to share insight and give feedback on the proposed changes to expand the Early Head Start program. **A motion to approve the 2018-2019 Early Head Start Expansion Application and budget was made by Michelle Reed. Seconded by Stephanie Shelton. Motion approved.**

Director's Report:

Michelle Ferkovich, Assistant Head Start Director, presented the Director's report for the month of October. At this time, we are still working on opening Baker HS, but the enrollment is looking good. Attendance is above the required 85% in Head Start and CCP and is at 84% in EHS. Mrs. Ferkovich stated that we continue to enroll children with disabilities to meet the 10" requirement. Mrs. Ferkovich 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 October was made by Chekasha Richardson. Seconded by Michelle Reed. Motion approved.**

Parent Activity Funds:

Michelle Ferkovich presented the parent activity funds request for Naomi Helligar EHS for the Socialization. **A motion to approved the Parent Activity Funds Request for Naomi Helligar was made by Evelyn Coley. Seconded by Pauline Perkins. Motion approved.**

Policy Council Date Change:

Michelle Ferkovich stated that the Policy Council December dates falls on December 26, 2018, a day that all programs will be closed. Mrs. Ferkovich stated that the Policy Council has the option to vote to move the meeting date to the week before the scheduled date. There were no questions regarding the date change.

A motion to approve the Police Council date change to December 19, 2018 was made by Tiesha Russell. Seconded by Chekasha Richardson. Motion approved.

Upcoming Trainings and Conferences:

Michelle Ferkovich, Assistant Head Start Director, stated that The Parent, Family, and Community Engagement Conference is being held in Orlando on December 16-December 21, 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, December 19, 2018 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by Evelyn Coley and seconded by Tiesha Russell.**