



4C HS/EHS POLICY COUNCIL MEETING
May 23, 2018



Representatives

Chandrea Washington
Chekasha Richardson
Stephanie Shelton
Christina Vasquez
Solangelee Gonzalez
Adriana Aybar
De'Ja Perry
Felicia Jones
AnnMarie Alvarado

Brenda Miller

4C Head Start Staff

Gay DeLaughter via phone
Michelle Ferkovich
Maria Torres-Southern
Vilmarie Gonzalez
Percy Snyder
Shantara Gibson

Representation

Policy Council Chair/Frontline CCP
Fifth Ave HS
Apopka Child Academy CCP
Golden Bear CCP
Dreaming Big HS
Kid's Castle EHS-CCP
We Love Kids CCP
Pine Crest HS
Community Rep/Children's Home
Society
Community Rep/Nemours

Head Start Director
Assistant Head Start Director
Finance Analyst
HR Generalist
Program Manager
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 Brenda Miller. Seconded by Christina Vasquez. Motion approved.**

Approval of Meeting Minutes from March 28, 2018:

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on March 28, 2018. There were no questions asked about the minutes. **Motion to**

approve the meeting minutes was made by Ann Marie Alvarado. Seconded by Solangelee Gonzalez. Motion approved.

Financial Statements and Budget Amendments:

HS Financial Statements – January & February
EHS Financial Statements – January & February
CCP Financial Statements – January & February

Maria Torres-Southern, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **January & February**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$317,925 under the required amount for the current program year in January and \$339,717 under in February. **EHS** cash and In-Kind for the month of January was \$329,816 under the required amount for the current program year and under \$365,905 in February. **CCP** cash and In-Kind for the month of January were \$320,465 under the required amount for the current program year and under \$364,610 in February.

Mrs. Torres-Southern presented the summary of the Financial Statements for HS for the month of **January & February**. The action plan to meet non-federal shares includes continuous volunteerism. Note that VPK classes will begin to reflect expected revenue. Medical/Dental (care) line is lower than budgeted for because of a credit for services that Head Start was not obligated to pay. Medical/Dental supplies line also lower due to a big purchase of supplies in July and August 2017. The Parent Activities line is lower than budgeted YTD because activities are scheduled at the end of the year. Such expenses will be monitored and adjusted as needed. Expenses will be monitored and adjusted as needed.

Mrs. Torres-Southern also presented the summary of Financial Statements for EHS for the month of **January & February**. The action plan to meet non-federal shares includes continuous volunteerism. Classroom supplies line is higher than budgeted for because supplies are ordered at the beginning of each semester. The Parent Activities line reflected lower due to these Activities normally being scheduled at the end of the year.

Mrs. Torres-Southern finally presented the summary of Financial Statements for CCP for the month of **January & February**. The action plan to meet non-federal shares include continued encouragement of volunteerism. The Classroom Supplies line is higher than budgeted YTD because classroom supplies are ordered at the beginning of each semester as well as the set-up of a new provider. The Parent Activities line reflected a lower line because such activities occur at the end of the year and not all activities have been liquidated YTD. Other Parent Activities and assistance is lower than budgeted for because services and assistance are provided per the parents request. Expenses will be monitored and adjusted if needed.

Mrs. Torres-Southern presented the revised Budget Amendment #2 for HS FY 2017-2018. Ms. Torres-Southern explained that funds are being moved from State VPK to in-kind. There were no questions regarding the revised Budget Amendment #2 for HS.

Mrs. Torres-Southern presented the Budget Amendment #5 for HS FY 2017-2018. Ms. Torres-Southern explained that funds are being moved from Disney Grant to In-kind. There were no questions regarding Budget Amendment #5 for HS.

Mrs. Torres-Southern also presented Budget Amendment #6 for EHS FY 2017-2018. Ms. Torres-Southern explained that funds are being moved from Disney Grant to In-kind. There were no questions regarding Budget Amendment #6 for EHS.

Motion to approve the HS, EHS, EHS-CCP Financial Statements and Budget Amendments was made by Brenda Miller. Seconded by Solangelee Gonzalez. 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 April and May 2018. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of April and May was made by Stephanie Shelton. Seconded by Brenda Miller. Motion approved.**

Director's Report:

Michelle Ferkovich, Assistant Head Start Director, presented the Director's report for the months of March and April. Mrs. Ferkovich stated that the HS program currently has some sites closed due to construction so the enrollment will reflect that. At this time, the EHS program is fully enrolled and the CCP program is currently enrolling. HS is currently under enrolled. Attendance for each program has increased from March to April and additional enrollment for children with disabilities is being sought for CCP. Mrs. Ferkovich stated that currently the programs are on track to complete all the required screenings. There were no questions regarding the Director's Report. Mrs. Ferkovich also shared with the Policy Council that the program is currently beginning to work on the Cost of Living Adjustment Application in which the Policy Council will be a part of. Mrs. Ferkovich stated that a meeting will be scheduled to get Policy Council input in regards to the COLA application and budget. **Motion to approve the Director's Report for March and April was made by AnnMarie Alvarado. Seconded by Chekasha Richardson. Motion approved.**

Parent Activity Funds:

Light Years Ahead EHS requested \$42.00 for a trip to Cracker Barrel on June 21, 2018.

Rio Grande EHS requested \$336.00 for a trip to KeKe's Breakfast Café.

UCP Downtown Requested \$56.00 for Sky Lanes Bowling.

Motion to approve the presented Parent Activity Funds requests was made by Solangelee Gonzalez. Seconded by Brenda Miller.

Public Comment:

There were no additional public comments.

Adjournment:

Meeting was adjourned at 7:15 pm. The next scheduled meeting will be on Wednesday, June 27, 2018 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by AnnMarie Alvarado and seconded by Brenda Miller.**