



4C HS/EHS POLICY COUNCIL MEETING
February 27, 2019



Representatives

Aquila Drayton
Michelle Reed
Christine Pryor
Stephanie Shelton
Cristina Rivera
Clara Padilla
Kiana Pascoe
Danielle Simpson
AnnMarie Alvarado

Shanika Preston

4C Head Start Staff

Gay DeLaughter
Michelle Ferkovich
Percy Snyder
Jaena Ferguson
Devon Jankowski
Shantara Gibson

Representation

Policy Council Vice Chair
Policy Council Treasurer/Hartage
UCP- Pine Hills EHS
Apopka Child Academy CCP
My Little Castle HS
Little Angels EHS
Kid's Palace CCP
Coqui HS
Community Rep.- Children's Home
Society
4C Board Liaison (Non-Voting
Member)

Head Start Director
Assistant Head Start Director
Program Manager
Health and Nutrition Coordinator
Finance Analyst
FCP Coordinator

The meeting was called to order at 6:10 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 Michelle Reed. Seconded by AnnMarie Alvarado. Motion approved.**

Meeting Minutes:

Aquila Drayton, Policy Council Vice Chair, asked members to review minutes from the PC Meeting on January 23, 2019. There were no questions asked about the minutes. **Motion to**

approve the meeting minutes was made by Kiana Pascoe. Seconded by AnnMarie Alvarado. Motion approved.

Financial Statements and Budget Amendments:

HS Financial Statements – November
EHS Financial Statements – November
CCP Financial Statements – November

Devon Jankowski, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **November**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$229,760 under required match. **EHS** cash and In-Kind for the month of **November** was \$270,616 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **November** were \$224,567 under the required amount for the current program year.

Mr. Jankowski reviewed all credit card statements for the month of November. The credit card statements included Centennial Bank, Citgo, Home Depot, and Walmart expenses. **Motion to approve the Financial Statements, and Credit Card Statements as presented was made by AnnMarie Alvarado. Seconded by Stephanie Shelton. Motion approved.**

Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's report for the month of January. Baker has been open for a about two months now and is fully enrolled. At this time, all three programs are fully enrolled. Attendance is currently at 85.17% in Head Start, 83.25% in Early Head Start and 86.98% in CCP. 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 January was made by Michelle Reed. Seconded by Christine Pryor. Motion approved.**

HS/EHS Application and Budget:

Mrs. DeLaughter discussed with the Policy Council the upcoming HS/EHS application and budget. The application is due on April 1, 2019 to the Office of Head Start. Policy Council representatives sat with staff during the Self-Assessment and Strategic planning sessions; this information will be used to develop and complete the program plan for the application. The new program plan includes the conversion of Head Start slots to Early Head Start slots that the Policy Council approved back in November. The change in scope will be included in the complete application. The budget will remain the same except for the some funding from Head Start will go over into Early Head Start.

HR Approvals:

Shantara Gibson, FCP Coordinator, presented the new potential hires and separations and the Policy Council Approvals Supplemental for HS/EHS HR during the month of February 2019. There were no questions regarding the HR reports. **Motion to approve the HR Report for**

the month of February was made by AnnMarie Alvarado. Seconded by Michelle Reed. Motion approved.

ERSEA Policies and Procedures:

AnnMarie Alvarado, Policy Council Community Representative, shared with the Policy Council that a committee reviewed the updated Policies and Procedures. The updates that were suggested by the committee included On page 7, third bullet: Take out father and have it state parent/guardian or secondary adult. On page 11-12: Add under Advocate that they will obtain/complete a number of applications to exceed funded enrollment. At the end of the document share documents that should be referenced. For example: Recruitment Plan, Weight Scale, etc. There were no additional questions regarding the ERSEA Policies and Procedures. **A motion to approve the ERSEA Policies and Procedures was made by Michelle Reed. Seconded by Stephanie Shelton. Motion approved.**

Parent Activity Funds Requests:

Shantara Gibson, FCP Coordinator, presented the parent activity funds requested. Longwood HS is requesting \$105.00 for a brunch at the breakfast Club if Casselberry. My Little Caste is requesting \$105.00 to go to the park with their child and funding will pay for lunch at Italian Express Pizzeria.

Rising Kids Academy is requesting \$108.00 for the parents to go bowling at AMF Altamonte Lanes.

Lawton is requesting \$105.00 for a brunch at IHOP.

A motion to approve the Parent Activity Funds requests was made by Michelle Reed. Seconded by AnnMarie Alvarado. Motion approved.

Upcoming Trainings and Conferences:

Shantara Gibson, FCP Coordinator, stated that the Florida Head Start Conference in St. Augustine, FL is in April. A Head Start parent and some staff will be attending the conference to present.

Public Comment:

There were no additional public comments.

Adjournment:

Meeting was adjourned at 7:00 pm. The next scheduled meeting will be on Wednesday, March 27, 2019 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by Stephanie Shelton. Seconded by AnnMarie Alvarado.**