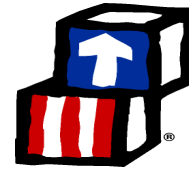




4C HS/EHS POLICY COUNCIL MEETING
January 23, 2019



Representatives

Chandrea Washington
Aquila Drayton
Michelle Reed
Chekasha Richardson
Christine Pryor
Stephanie Shelton
Danielle Simpson
Kiana Pascoe
Evelyn Coley
AnnMarie Alvarado

Shanika Preston

4C Head Start Staff

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

Representation

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

Head Start Director
Assistant Head Start Director
Program Manager
ERSEA Coordinator
Finance Analyst
HR Generalist
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:

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 AnnMarie Alvarado. Seconded by Michelle Reed. Motion approved.**

Meeting Minutes:

Chandrea Washington, Policy Council Chair, asked members to review minutes from the PC Meeting on December 19, 2018. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Stephanie Shelton. Seconded by Kiana Pascoe. Motion approved.**

Financial Statements and Budget Amendments:

HS Financial Statements – October
EHS Financial Statements – October
CCP Financial Statements – October

Devon Jankowski, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **October**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$203,191 under required match. **EHS** cash and In-Kind for the month of **October** was \$216,778 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **October** were \$190,943 under the required amount for the current program year.

Mr. Jankowski reviewed all credit card statements for the month of October. 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 Chekasha Richardson. Seconded by Stephanie Shelton. 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 January 2019. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of January was made by Kiana Pascoe. Seconded by Aquila Drayton. Motion approved.**

Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's report for the month of November. Baker has been open for a little over a month now and is fully enrolled. At this time, all three programs are fully enrolled. Attendance is currently at 82.79% in Head Start, 84.24% in Early Head Start and 87.24% 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 December was made by AnnMarie Alvarado. Seconded by Stephanie Shelton. Motion approved.**

Corrective Action Plan:

Gay DeLaughter, Head Start Director, stated to the Policy Council that the Corrective Action Plan was originally supposed to be reviewed and approved before the Policy Council meeting date, but there were revisions being made up until the week prior to the Policy Council meeting. The entire Corrective Action Plan was sent for the entire Policy Council to review. Mrs. DeLaughter explained to the Policy Council that many of the documents included in the plan were reviewed and updated with Policy Council, and approved by the Policy Council before it was included in the plan. The Corrective Action Plan includes active supervision trainings with teachers, other staff, and parents, updated Policies and Procedures, updated job descriptions, and updated contracts. **A motion to approve the Corrective Action Plan was made by Chekasha Richardson Seconded by Stephanie Shelton. Motion approved.**

Weight Scale 2019-2020

Percy Snyder, Program Manager, shared the new Weight scale for the 2019-2020 program year. She explained that the Weight Scale committee of staff, community representatives and parents met in December to discuss. Revisions to the weight scale were presented and reviewed with the Policy Council. Changes to the Weight Scale included points given to families that have risk factors including opioid use and no high school diploma or GED. **A motion to approve the 2019-2020 Weight Scale was made by Chekasha Richardson. Seconded by Michelle Reed. Motion approved.**

Family and Community Partnerships Policies and Procedures:

AnnMarie, 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 detailing the transition for pregnant moms. The roles and responsibilities of the teachers in the Home Connection process was also added and reviewed, which included the Family Advocates role. This new process will increase the effectiveness of the Home Connection review process. There were no additional questions regarding the Family and Community Partnership Policies and Procedures. **A motion to approve the Family and Community Partnership Policies and Procedures was made by Michelle Reed. Seconded by Chekasha Richardson. Motion approved.**

Upcoming Trainings and Conferences:

Shantara Gibson, FCP Coordinator, stated that 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 AnnMarie Alvarado. Seconded by Michelle Reed.**