



4C HS/EHS POLICY COUNCIL MEETING  
April 24, 2019



**Representatives**

Aquila Drayton  
Michelle Reed  
Stephanie Shelton  
Danielle Simpson  
Sharon Bailey  
Cassandra Crider  
AnnMarie Alvarado

**Representation**

Policy Council Chair  
Policy Council Vice Chair/Hartage  
Apopka Child Academy CCP  
Coqui HS  
All About Kidz Oviedo CCP  
Teddy Bear CCP  
Community Rep.- Children's Home  
Society

**4C Head Start Staff**

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

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 Chair, Aquila Drayton. The Roll Call was conducted and it was confirmed that there was a quorum established.

**Action Items:**

**Agenda:**

Aquila Drayton, 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 Stephanie Shelton. Seconded by Michelle Reed. Motion approved.**

**Meeting Minutes:**

Aquila Drayton, Policy Council Chair, asked members to review minutes from the PC Meeting on March 27, 2019. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Stephanie Shelton. Seconded by Michelle Reed. Motion approved.**

### **Financial Statements:**

HS Financial Statements – January  
EHS Financial Statements – January  
CCP Financial Statements – January

Devon Jankowski, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **January**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$242,394 under required match. **EHS** cash and In-Kind for the month of **January** was \$324,401 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **January** were \$286,738 under the required amount for the current program year.

Mr. Jankowski reviewed all credit card statements for the month of January. 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 Michelle Reed. Seconded by Stephanie Shelton. Motion approved.**

### **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 April 2019. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of April was made by Michelle Reed. Seconded by AnnMarie Alvarado. Motion approved.**

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

Gay DeLaughter, Head Start Director, presented the Director's report for the month of February. At this time, all three programs are fully enrolled. Attendance is currently at 85.17% in Head Start, 85.03% in Early Head Start and 89.01% 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 February was made by Stephanie Shelton. Seconded by Michelle Reed. Motion approved.**

### **Parent Activity Funds Requests:**

Shantara Gibson, FCP Coordinator, presented the parent activity funds requested. **A motion to approve the Parent Activity Funds requests was made by Stephanie Shelton. Seconded by AnnMarie Alvarado. Motion approved.**

### **Non-Federal Share Waiver EHS-CCP:**

Devon Jankowski, Finance Analyst, presented the updated EHS-CCP Non-Federal Share Waiver. Mr. Jankowski explained that the Policy Council Executive Committee had previously

approved the Waiver, but updates have been made. The waiver was increased from \$331, 807 to \$508, 954. Mr. Jankowski stated that even though the program may not need the entire waiver amount being requested, it was increased due to projections that were made. There were no questions regarding the updated EHS-CCP Non Federal Share Waiver.

**A motion to approve the updated EHS-CCP Non-Federal Share Waiver was made by Michelle Reed. Seconded by AnnMarie Alvarado. Motion approved.**

#### **Policy Council as Leaders: Homelessness**

Shantara Gibson, FCP Coordinator, presented the information regarding the Policy Council as Leaders in Serving Families Experiencing Homelessness. The video link and discussion questions were sent via email to the entire Policy Council. Policy Council representatives stated that they were able to briefly look over the discussion questions, but they would like to view the video on their own and discuss some of the questions. AnnMarie Alvarado, CHS Community Representative, expressed that CHS and Orange County Head Start are currently in the process of getting a taskforce together, that will include Policy Council representation. The taskforce will look at recruitment efforts and an outreach plan for the service areas.

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

There are currently no upcoming trainings or conferences that staff or parents will be attending.

#### **Public Comment:**

There were no additional public comments.

#### **Adjournment:**

Meeting was adjourned at 6:55 pm. The next scheduled meeting will be on Wednesday, May 22, 2019 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by AnnMarie Alvarado.**