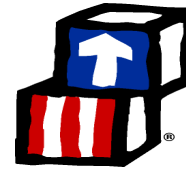




4C HS/EHS POLICY COUNCIL MEETING
March 27, 2019



Representatives

Aquila Drayton
Michelle Reed
Christine Pryor
Stephanie Shelton
Danielle Simpson
Sharon Bailey
Evelyn Coley
Heraldo Rodriquez
Clara Padilla
AnnMarie Alvarado

Shanika Preston

4C Head Start Staff

Gay DeLaughter
Michelle Ferkovich
Percy Snyder
Vilmarie Gonzalez
Jaena Ferguson
Devon Jankowski
Shaleria Lewis
Shantara Gibson

Representation

Policy Council Chair
Policy Council Vice Chair/Hartage
UCP- Pine Hills EHS
Apopka Child Academy CCP
Coqui HS
All About Kidz Oviedo CCP
Midway HS
Dreaming Big HS
Little Angels EHS
Community Rep.- Children's Home
Society
4C Board Liaison (Non-Voting
Member)

Head Start Director
Assistant Head Start Director
Program Manager
HR Generalist
Health and Nutrition Coordinator
Finance Analyst
Family Advocate
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 and it was confirmed that there was a quorum established.

Action Items:

Elections of Officials:

- 1) Executive Committee - Each position for the election of the vacant Executive Committee positions was reviewed and explained in detail by Shantara Gibson, FCP Coordinator. Nominations were made and each parent representative was able to present their platform (list of values, ideas and contributions to the program).
 - a. Chair - Parents nominated was Aquila Drayton. Ms. Drayton was elected Chair with ten votes.

- b. Vice – Chair- Parent nominated was Michelle Reed. Mrs. Reed was elected as Vice-Chair with ten votes.
- c. Treasurer- There were no nominations for the Treasurer position.

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 Danielle Simpson. Seconded by Michelle Reed. Motion approved.**

Meeting Minutes:

Aquila Drayton, Policy Council Chair, asked members to review minutes from the PC Meeting on February 27, 2019. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by AnnMarie Alvarado. Seconded by Christine Pryor. Motion approved.**

Financial Statements and Budget Amendments:

HS Financial Statements – December
EHS Financial Statements – December
CCP Financial Statements – December

Devon Jankowski, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **December**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$249,423 under required match. **EHS** cash and In-Kind for the month of **December** was \$300,556 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **December** were \$260,377 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 Michelle Reed. 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 HR during the month of March 2019. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of March was made by Michelle Reed. Seconded by Christine Pryor. 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.

Self-Assessment:

Shantara Gibson, FCP Coordinator, shared with the Policy Council that the Self-Assessment was reviewed by a committee. Ms. Gibson explained that the Self-Assessment is required by OHS to be conducted every year. The Self-Assessment takes a look at every area of the program and looks at the strengths and areas of improvement that are needed. The Self-Assessment is used during program planning and creating program goals. There were no additional questions regarding the Self Assessment. **A motion to approve the 2018-2019 Self Assessment 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 AnnMarie Alvarado. Seconded by Christine Pryor.**