



**4C HS/EHS/CCP Policy Council Meeting
July 24, 2019**

Representatives

Aquila Drayton
Michelle Reed
Diane Digula
Sharon Bailey
Cassandra Crider
Ann Marie Alvarado
Shaney Watkins
Erika Montoya
Stephanie Shelton
Barbara Ozuna
Christine Pryor

Representation

Policy Council Chair
Policy Council Vice Chair
Longwood - Community Rep.
All About Kidz Oviedo, CCP
Teddy Bear, CCP
Community Rep. - CHS
Pine Hills Preschool, EHS
Erika Montoya, EHS
Apopka child Academy
Golden Bear, CCP
UCP- Pinehills

4C Head Start Staff

Gay DeLaughter
Jaena Ferguson
Percy Snyder
Devon Jankowski
Damaris Manso
Tondia Goynes
Vilmarie Gonzalez
Malarie King

Program Director
Health & Nutrition C.
Program Mgr.
Finance Analyst
Family Advocate - Osceola
Family Advocate – Seminole
HR Generalist
Mental Hlth & Dis. Specialist

- ❖ The meeting was called to order at 6:11 PM by Policy Council Vice Chair Michelle Reed. Roll call was conducted, and it was determined quorum was met 9/8. At that time it was decided to move forward with the sharing of information and voting on agenda items.

Action Items

Agenda:

Michelle Reed PC Vice Chair asked members to review agenda. There were no questions/concerns. The agenda was motioned to be approved. It was first motioned by Stephanie Shelton, Apopka Child Academy and second motioned by Sharon Bailey, All About Kidz for approval. **Agenda was approved.**

Meeting Minutes:

Michelle Reed PC Vice Chair asked members to review minutes from the previous meetings (5/22/19) and 6/26/19). There were no questions/concerns. For the meeting held on (5/22/19) and on (6/26/19), it was first motioned by Christine Pryor, UCP- Pine Hills and second motioned by Stephanie Shelton, Apopka Child Academy for approval.

Motion passed and meeting minutes were approved for May and June.

Financial Statement:

Devon Jankowski Finance Analyst presented a summary of the financial statements and credit card statements for HS/EHS/CCP/ Exp - EHS for the month of March 2019 and April 2019.

Mr. Jankowski reviewed all the credit card statements for March and April.

The approval of Financial statements was first motioned by Sharon Bailey, All About Kidz and second motioned by Aquila Drayton, PC President for approval and **motion for approval was passed.**

HR Approvals:

Vilmarie Gonzalez HR Generalist, shared that there were no new hires and no separations in the month of May for **HS/EHS**. Vilmarie Gonzalez HR Generalist, shared that there were no new hires and 1 separations in the month of June for **HS/EHS**.

Separation – Michelle Ferkovich (Assistant Program Director)

Vilmarie Gonzalez HR Generalist, shared that there were no separations for **CCP**, there were new hires:

Katryna Lewis - Teacher - Early Education Station

Diana Bailey - Teacher - Early Education Station

Christine Pryor - Substitute Teacher - Pine Hills Preschool

Maria Hernandez - Substitute Teacher - Apopka

Susana Gomez - Substitute Teacher – Golden Bear Academy

Julissa Espinosa - Substitute Teacher - Golden Bear Academy

Anne Potts - Teacher/Substitute Teacher - All About Kidz Oviedo

Shan Joseph - Teacher/ Substitute Teacher - Frontline Outreach

There were no separations, and but there were new hires for the **EHS Expansion** grant.
Marie Medina – Teacher II – Rio Grande
Keyshla Medina Rodriguez - Teacher Assistant
Leslie Nguyen – Health Specialist

There were no questions regarding the HR reports. The first motion was by Sharon Bailey, All About Kidz and second motioned by Aquila Drayton, PC President **Approval of the report was passed.**

Directors Report:

Gay DeLaughter, Head Start Director, presented the Directors report for the month of May 2019. At this time **EHS/CCP** are fully enrolled, and **HS** had 434/436 students. Attendance in **HS** for May was 79.67%. She stated this was not good, and there needs to be an effort made to encourage families to bring their children at all times possible, and practice healthy living to keep the children able to attend. **EHS** was at 83.4% attendance, and **CCP** was at 86%.

She stated the numbers in the disabilities program were holding steady, and we were meeting the Vision and Hearing requirements. She stated we are continuing to serve healthy & nutritious meals to the children. **EHS** will be closed the week of July 4th.

The new **Expansion Program** is moving forward – the lease for the classrooms is confirmed, and the renovations will be starting soon. The contracts with Children’s Home Society (CHS) for the **Pregnant Mothers Program** are signed, and services for an additional 28 spots will be starting soon.

She is happy about the **In-Kind** for the month of May. They did get a waiver done, but did not need it to the degree they had originally stated, and she is very pleased with the way things worked out.

She suggested everyone read the 2017 – 18 annual report.

Gay DeLaughter Highlighted program updates of June 2019. She stayed that the Expansion Grant is continued to be worked on to services those children in need. They have started the hiring process for the new EHS grant. She also reported that the MHDS numbers are good for all programs at this time. The focus at this time was getting ready for school to begin again and just ensuring that all Sites have everything they need to have successful School Year. She reported that In kind numbers continue to rise and that is a positive that she is pleased with at this time. Gay mention that attendance, Lead screenings, and vision screening need to go up as a goal for Program improvements. The first motion for approval was made by Aquila Drayton, PC President and second motioned by Christine Pryor, UCP- Pine Hills. The Director’s Report **was voted on and passed** tonight.

Governance Screener:

Was discussed by Gay DeLaughter during the meeting tonight. After reporting, a motion was made for approval. The first motion for approval was made by Stephanie Shelton, Apopka Child Academy and second motioned by Christine Pryor, UCP- Pine Hills. The Governance Screener **was voted on and passed.**

Child Nutrition Policies and Procedures:

Percy Snyder, Program Manager reported about the Child Nutrition Policies and Procedures during this meeting. Sharing that they have been reviewed and updated and he requested the approval so all new Procedures and Policies could be made official.

This agenda item was tabled..

No other Public Comments.

Adjournment:

Meeting was adjourned at 6:55 PM. Next scheduled meeting will be on Wednesday August 28, 2019 at 6:00PM at 3500 W. Colonial Dr. Orlando, Fl. **Motion to adjourn was made by Michelle Reed, PC Vice Chair and approved.**