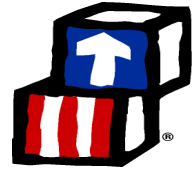




4C HS/EHS/CCP Policy Council Meeting
November 20, 2019



Representatives

Aquila Drayton
Wesley Turner

Clara Padilla
Geraldo Rodriguez
Melissa Koterba
Johana Caceres
Nouran Barakat
AnnMarie Alvarado

4C Head Start Staff

Gay DeLaughter
Christen Jenkins
Tanya Hall
Jaena Ferguson
Devon Jankowski
Emilio Miranda
Malarie King
Andy Alexandre
Shantara Gibson
Vilmarie Gonzalez

Representation

PC Chair/A Gateway Rising
PC Treasurer/Lake Mary
Bilingual
Baker
Little Angels
Coqui
My Little Castle
Golden Bear
Community Rep.-CHS

Program Director
Sr. Program Manager
Sr. Program Manager
Health & Nutrition Coord.
Finance Analyst
Finance Analyst
Inclusion Specialist
Health Specialist
FCP Coordinator
HR Generalist

The meeting was called to order at 6:05 PM by Policy Council Chair Aquila Drayton. Roll call was conducted, and it was determined quorum was 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 AnnMarie Alvarado. Seconded by Nouran Barakat. Motion approved.**

Meeting Minutes:

Aquila Drayton, Policy Council Chair, asked members to review minutes from the meeting on October 23, 2019. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by AnnMarie Alvarado. Seconded by Melissa Koterba. Motion approved.**

Financial Statements:

Devon Jankowski, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **August**, as well as the credit card statements. The cash and In-Kind contributions for **HS** was \$154,754 under the required In-kind match. **EHS** cash and In-Kind for the month of **August** was \$128,278 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **August** was \$64,656 under the required amount for the current program year. **EXP** cash In-Kind for the month of **August** was \$94,471 under.

Mr. Jankowski reviewed all credit card statements for the month of August. 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 Melissa Koterba. Seconded by Wesley Turner. 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 November 2019. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of November was made by AnnMarie Alvarado. Seconded by Wesley Turner. Motion approved.**

Director's Report:

Gay DeLaughter, Head Start Director, presented the Director's report for the month of October. The program is fully enrolled in Early Head Start and new sites are needed for Head Start and CCP. Expansion program has not yet opened, but temporary sites are being contacted.. Attendance numbers are looking good in Head Start and CCP. Early Head Start attendance has been under the 85% requirement for over one month. Strategies will be put in place to get the percentage up. Screening numbers are good and disabilities numbers continue to increase. Mr. Jankowski presented the IM ACF-IM-HS-19-04 issued on October 10, 2019. The subject was accounting simplification for Head Start and Early Head Start operations and service funds. **Motion to approve the Director's Report for October was made by AnnMaire Alvarado. Seconded by Wesley Turner. Motion approved.**

Early Head Start Expansion Application:

Gay DeLaughter, Head Start Director, presented the Early Head Start Expansion program summary. Mrs. DeLaughter stated to the Policy Council that although the Expansion program has not begun, the program is working diligently to begin serving children in the community at temporary sites until the renovations are completed at the Ferguson building. Mrs. DeLaughter stated that the program has not made changes to the program design outside of the temporary changes. The program will continue serving children in the specific zip codes as outlined in the application. The entire application, along with the TTA Plan, and Program Summary was sent to the entire Policy Council for review. There were no questions regarding the Early Head Start Expansion application.

Motion to approve the Early Head Start Expansion application was made by Wesley Turner. Seconded by Melissa Koterba. Motion approved

Upcoming Trainings and Conferences:

Shantara Gibson, FCP Coordinator, stated that the NHSA Parent and Family Engagement Conference is being held next month. The PC Chair, Senior Program Manager, and ERSEA Coordinator will be attending. In-Service Training is being held on November 25th and 26th. Mrs. DeLaughter shared with the Policy Council that the Region IV Conference will be held in February 2020.

Public Comment:

Melissa Koterba, Coqui representative, asked a question regarding changing the policy on celebrations in the classroom. Mrs. DeLaughter shared that program management have discussed reviewing and updating policies and procedures to reflect the updated Performance Standard language that does not prohibit religious language and celebrations in the classroom. Mrs. DeLaughter stated that in order to change the policy it would take a lot of parent involvement that will include a committee.

Adjournment:

Meeting was adjourned at 6:40 pm. The next scheduled meeting will be on Wednesday, December 18, 2019 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by AnnMarie Alvarado.**