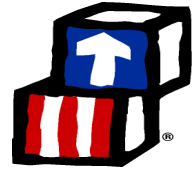




4C HS/EHS/CCP Policy Council Meeting  
October 23, 2019



**Representatives**

Aquila Drayton  
Cherleene Vidot  
Kailyn Caban  
Heilee Sanchez  
Clara Padilla  
Heraldo Rodriguez  
Wesley Turner  
Stephanie Shelton  
AnnMarie Alvarado

**4C Head Start Staff**

Gay DeLaughter  
Jaena Ferguson  
Devon Jankowski  
Emilio Miranda  
Shantara Gibson  
Vilmarie Gonzalez

**Representation**

A Gateway Rising  
Lawton  
All About Kidz Oviedo  
Naomi Helligar  
Baker  
Little Angels  
Lake Mary Bilingual  
Apopka Child academy  
Community Rep.-CHS

Program Director  
Health & Nutrition Coord.  
Finance Analyst  
Finance Analyst  
FCP Coordinator  
HR Generalist

The meeting was called to order at 6:10 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 Kailyn Caban. Seconded by Clara Padilla. Motion approved.**

**Meeting Minutes:**

Aquila Drayton, Policy Council Chair, asked members to review minutes from the meeting on September 25, 2019. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Stephanie Shelton. Seconded by Clara Padilla. Motion approved.**

### **Elections of Officials and Committees:**

- 1) Executive Committee - Each position for the election of the Executive Committee 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 - Parent nominated was Aquila Drayton. Ms. Drayton was elected Chair with a total of nine votes.
  - b. Vice – Chair- Parent nominated was Cherleene Vidot. Ms. Vidot was elected as Vice-Chair with a total of nine votes.
  - c. Secretary – Parent nominated was Kailyn Caban. Ms. Caban was elected with a total of nine votes.
  - d. Treasurer- Wesley Turner was the only parent nominated for this position. Mr. Turner was elected with a total of nine votes.

### **Financial Statements:**

Emilio Miranda, Finance Analyst, presented the summary of the Financial Statements for HS, EHS, and CCP for the month of **July**, as well as the credit card statements. The cash and In-Kind contributions for **HS** were \$48,051 under and \$157,479 over required match. **EHS** cash and In-Kind for the month of **July** was \$72,092 and \$311,215 under the required amount for the current program year. **CCP** cash and In-Kind for the month of **July** was \$81,361 under the required amount for the current program year. **EXP** cash In-Kind for the month of **July** was \$71,316 under. Mr. Miranda reviewed all credit card statements for the month of July. 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 Heilee Sanchez. 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 October 2019. There were no questions regarding the HR reports. **Motion to approve the HR Report for the month of October 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 September. For the month of July, none of the programs were fully enrolled. Expansion program has not yet opened. HS and EHS were under enrolled, but the program is currently selecting new locations to lease and CCP is vetting a new provider. Attendance numbers are looking good. Screening numbers are good and disabilities numbers continue to increase. **Motion to approve the Director's Report for September was made by Kailyn Caban. Seconded by Heilee Sanchez. Motion approved.**

**November and December Policy Council Meeting Date Change:**

Shantara Gibson, FCP Coordinator, explained that the next Policy Council meeting date falls on November 27, 2019 and the December date falls on December 25<sup>th</sup>, which are during the weeks that all programs will be closed. Ms. Gibson stated that to ensure that all parents will be involved and be in attendance for the November and December meetings, the Policy Council has the option to vote to move the meeting date to the week before or the week after the November 27<sup>th</sup> and December 25<sup>th</sup> date. After a brief discussion the Policy Council had a majority vote for the Policy Council meeting date to be changed to November 20<sup>th</sup> and December 18<sup>th</sup>, 2019. **Motion to approve the November and December Policy Council meeting date change made by Heilee Sanchez. Seconded by Wesley Turner. Approved**

**Policies and Procedures**

A committee met to review the Child Nutrition and Child Health Status and Care Policies and Procedures. During the review, a few questions were asked regarding hairnets and breakfast times. Ms. Jaena Ferguson, Health and Nutrition Coordinator answered the questions for the entire Policy Council. There were no additional questions regarding the Policies and Procedures. **A motion to approve the Child Nutrition and the Child Health Status and Care Policies and Procedures was made by AnnMarie Alvarado. Seconded by Heilee Sanchez. Approved.**

**Upcoming Trainings and Conferences:**

There are currently no upcoming training dates. Additional Program Governance training dates will be provided.

**Public Comment:**

There were no additional public comments.

**Adjournment:**

Meeting was adjourned at 7:10 pm. The next scheduled meeting will be on Wednesday, November 20, 2019 at 6:00pm at 3500 West Colonial Drive, Orlando, FL. **Motion to approve the adjourn was made by AnnMarie Alvarado.**