



4C HS/EHS/CCP/EXP

POLICY COUNCIL

March 25, 2020



Call to Order

Aquila Drayton
Policy Council Chair

Roll Call of Attendees

Kailyn Caban
Policy Council Secretary

Declaration of Quorum

Action Items:

- | | | |
|-------|---|---------------------------------------|
| I. | Approval of Agenda | |
| II. | Approval of Meeting Minutes | |
| III. | HS Budget & Financial Statements- December
EHS Budget & Financial Statements- December
CCP Budget & Financial Statements- December
EXP Budget & Financial Statements- December | Emilio Maldonado
Finance Analyst |
| IV. | HR Report-March | Vilmarie Gonzalez
HR Generalist |
| V. | Director's Report- February | Gay DeLaughter
Head Start Director |
| VI. | Head Start-Early Head Start
Non-competitive Continuation Application | |
| VII. | Training & Technical Assistance Plan HS/EHS/CCP | |
| VIII. | Self-Assessment | |
| IX. | ACF-IM-HS-19-01
General Disaster Recovery Flexibilities | |
| X. | ACF-IM-HS-20-02
Head Start Modular Units | |
| XI. | ACF-PI-HS-20-02
FY 2020 Head Start Funding Increase | |

APPROVED POLICY COUNCIL

Aquila Drayton

NAME

3/25/20

DATE

Discussion Items:

- XII. Upcoming Conferences and Trainings
- XIII. Public Comment
- IX. Adjournment

Aquila Drayton
Policy Council Chair

Next meeting Wednesday, April 22, 2020 at 6:00 PM



4C HS/EHS/CCP Policy Council Meeting
February 26, 2020



Representatives

Aquila Drayton
Clara Padilla
Geraldo Rodriguez
Melissa Korterba
AnnMarie Alvarado
Lakeshia Jordan
Pleasure Sutton

Representation

Policy Council Chair/AGR
Baker
Little Angels
Coqui
Community Rep.-CHS
Pine Hills
Frontline Outreach

4C Head Start Staff

Gay DeLaughter
Jaena Ferguson
Tatiana Gonzales
Krystle Young
Devon Jankowski
Glendisha Wells
Tanya Hall
Christen Jenkins

APPROVED POLICY COUNCIL
Aquila Drayton
NAME _____
DATE 2/25/20

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

The meeting was called to order at 6:12 pm by Policy Council Chair Aquila Drayton. Roll call was conducted, and it was determined that quorum was not established. Meeting continued for information purposes. Quorum was achieved at 6:33 PM for voting purposes

Action Items:

Agenda:

Aquila Drayton, Policy Council Chair, asked members to review the agenda, and she asked if there were any questions. Gay DeLaughter, Program Director, amended the agenda. She deleted the ERSEA Policies and Procedure Section VIII and stated that it would be reviewed at a later time. There were no questions regarding the agenda.

AnnaMarie motioned for approval of agenda, motion was second was Lakeshia Jordan. Motion carried

Meeting Minutes:

Aquila Drayton, Policy Council Chair, asked members to review minutes from the meeting on January 22, 2020. There were no questions asked about the minutes.

Motion to approve the meeting minutes was made by Pleasure Sutton. Seconded by Clara Padilla. Motion approved.

HS/EHS/CCP/EXP Budget & Financial Statements:

Devon HS and EHS month of November were both 42% through program year budget Expansion was at 75% of its program budget and CCP was at 33% complete in the month of November. In an emergency Policy Council meeting held on February 11, 2020 the Federal Share Expansion Waiver was approved for an adjustment from the amount of \$803,339 to \$600,000. Additionally, Devon presented on the credit card statements for the month of November. There were no questions regarding the report.

Motion for approval made by Pleasure Sutton, second Geraldo Rodriguez. Motion carried.

HR Report- February:

Glendisha went over hires and separations from EHS which had six new hires. Exp had one new hire and one termination. CCP had four new hires and one resignation.

AnnaMarie motioned approval of HR Report, motion second by Pleasure Sutton.

Motion carried

Director's Report- December:

Gay DeLaughter, Program Director, presented the Director's report for the month of January. Enrollment in all programs is good exception of Expansion. Building almost complete, waiting for playground completion. Hopeful for occupation in May or June. Attendance numbers are low except for in the CCP program. Head Start at 84.9% attendance, EHS below 79.84%. CCP/EXP doing well. Disabilities numbers are improving to the goal of 10%. HS currently the only program meeting disability requirements with 11.87% Physicals and immunizations are good for all programs EXP is @ 80%. Vision screenings are also good. Ms. Gay closed her report by mentioning the importance of parent volunteers in meeting In-Kind for federal outcomes.

Motion to accept Directors Report was made by AnnMarie, second by Clara Padilla.

Motion carried

ERSEA Policy and Procedures:

Tatiana Gonzales discussed changes to the ERSEA policies and procedures including changes for pregnant moms, meaning of "family", homeless families needing verification, family advocates and waitlist and ensuring the policies and procedures match the wording in the performance standards. Update to absences in wording, responsibilities of specialist. Review of how files should be submitted at the end of the school year of children who are not returning to the program. There were no questions.

Motion to accept ERSEA Policy and Procedures made by AnnaMarie, second Clara Padilla. Motion carried.

Health and Safety Policy and Procedures:

Jaena provided an overview of revised accident and incident chart, medication forms, and revised cleaning process. Reduced to two steps to ensure proper cleaning and that all sites are following proper care of children.

Motion to approve Health and Safety Policy and Procedures made by Clara Padilla, second by AnnaMarie. Motion carried.

Parent Activity Fund Request:

Krystle presented four Parent Activity Fund requests including: CPR class with food from Olive Garden for Midway Head Start, couponing classes for Kids Castle and Little Acorns with food from Publix and a parent breakfast at Cracker Barrel for My Little Castle. All were approved, however My Little Castle is contingent upon showing connection to children in program.

Motion to approve Parent Activity Fund Request made by AnnaMarie, second Clara Padilla. Motion carried.

Upcoming Trainings and Conferences:

Tanya Hall spoke about Policy Review for Grant Application.

Public Comment:

Aquila Drayton, Policy Council Chair, asked members if they had any public comments. There were no comments.

Adjournment:

Meeting was adjourned at 6:57pm. The next scheduled meeting will be on Wednesday, February 26, 2020 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.