



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
July 19, 2023**

Policy Council Representatives in Attendance

Catherine Franco (Vice-Chair)
Guybs Forestal
Stacey Cherry
Sarah Narvaez
Keona Parker
Viveca Vickers
Karina
Wanda Lopez (Community Representative)

Site

Apopka Kidz Academy
Palm Plaza EHS
Hartage Day Care
Palm Plaza HS
Coqui EHS/HS
Early Education Station
Dreaming Big
Children’s Home Society

4C Head Start Staff in Attendance

Cindy Metz
Percy Snyder
Mayra Aristud
Alicia Deshong
Luis Mercado
Kelly Nuzum
Stephanie Kent
Roodley Cantave
Kristi Sargent

Position

Chief Officer of Education/HS/EHS Director
Head Start Program Manager
Family & Community Partnership Coordinator
Education Coordinator
Finance Analyst
Accounting & Finance Supervisor
HR Generalist
Seminole Senior Family Advocate
Head Start Site Supervisor

The meeting called to order at 6:36 p.m.

July-Agenda

Members reviewed the agenda; there were no questions. Motion to approve made by Stacey Cherry and seconded by Guybs Forestal. Motion carried.

June-Minutes

Members reviewed the June Minutes. Motion to approve made by Sara Narvaez and seconded by Guybs Forestal. Motion carried.

HR Report – July-HS/EHS/CCP/EXP

Stephanie Kent presented the July HR Report and reported the organization’s separations and new hires. No questions asked.

Motion to approve made by Guybs Forestal and seconded by Wanda Lopez. Motion carried.

HS/EHS/CCP/EXP-Financial, Credit Card, and Match Statements-May

Luis Mercado presented program information: HS-92% of funding spent for the year, monthly revenue was \$400,595 and YTD revenue was \$3,996,717. EHS-92% completion of funds for the year, monthly revenue \$320,487 and YTD revenue was \$3,352,745. CCP-83% of

the funding spent for the year, monthly revenue was \$394,931 and YTD revenue is \$3,631,956. EXP-25% of the budget spent for the year, monthly revenue was \$235,064 and YTD revenue was \$707,774.

Centennial Bank credit card charges \$5,502 (employee screenings), \$5,711 (travel for employees), and \$3,193 (monthly subscriptions). Citgo credit card charges \$762 (gasoline), Home Depot credit card charges \$2,890.00 (repairs and maintenance), and Walmart credit card charges \$4,030 (health and nutrition supplies). No questions asked.

Motion to approve made by Guybs Forestal and seconded by Wanda Lopez. Motion carried.

Director's Report-June

Cindy Metz presented the Director's Report for June. No questions.

Motion to approve made by Guybs Forestal and seconded by Wanda Lopez. Motion carried.

Informational Memorandum

Cindy Metz presented the Information Memorandum (IM) from the Office of Head Start

Indicating the School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. This IM outlines the OHS monitoring process for Fiscal Year 2024 (FY24) and includes the updated process to conduct Focus Area 1 (FA1), Focus Area 2 (FA2), and Classroom Assessment Scoring System (CLASS®) reviews. Cindy presented the IM for informational purposes.

2023-24 CCP Budget Revision Request

Kelly Nuzum, Accounting and Financing Supervisor, shared 2023-24 CCP Budget Revision.

No questions. Motion to approve by Keona Parker and seconded by Wanda Diaz. Motion carried.

Public Comments

No comments presented.

Adjournment

Meeting adjourned at 7:15 p.m.



Catherine Franco
Policy Council Vice-Chair