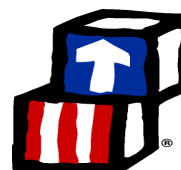




**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP  
Policy Council Meeting Minutes  
November 15, 2023**



**Policy Council Representatives in Attendance**

Nicole Perez (Chair)  
Kendra Greene (Vice-Chair)  
Stephanie Smith (Treasurer)  
Ulysses Robinson  
Ana Medina  
Brigitte Castro  
Tenesha Davis  
Latoya Caldwell  
Mario E. Vazquez  
Armando Alequin  
Destiny Scott  
Lorraine Harris  
Viveca Vickers  
Shauna Prince  
Fabiana Pineda  
Rosario Argueta  
Luisa Hernandez  
Emily Rosa  
Melissa Innocent  
Yessenia Peralta  
Amari Day  
Krystal D. Vargas  
Stephanie Perez  
Frantzia Harden  
Jacquelin Arias  
Wanda Lopez (Community Representative)

**Site**

Rising Kids Academy EHS/CCP  
Baker HS  
Reenie Johnson  
Ferguson EHS  
First Step Kids Academy  
Lake Mary Bilingual EHS  
Ferguson  
Coqui Academy  
Palm Plaza EHS  
Palm Plaza HS  
Midway HS  
Midway HS  
Early Education Station  
Early Education Station  
Orlando Day Nursery  
Hartage Family Day Care  
Hartage Family Day Care  
Baker HS  
Apopka Child Academy EHS  
Apopka Child Academy EHS  
All About Kids Oviedo  
Dreaming Big HS/EHS  
Golden Bear Academy  
Lawton HS  
Altamonte HS  
Children's Home Society

**4C Head Start Staff in Attendance**

Cindy Metz  
Kristi Sargent  
Percy Snyder  
Emily Hurst  
Christen Jenkins  
Wilbert Reeves  
Leila Moradi  
Alicia Deshong  
Mayra Aristud

**Position**

Chief Officer of Education/HS/EHS Director  
Senior Manager Comprehensive Services  
Head Start Program Manager  
Senior Program Manager of Compliance & Data  
Senior Program Manager of Education  
Senior Health Specialist  
Senior Nutrition Specialist  
Head Start Education Coordinator  
Family & Community Coordinator

Luis Mercado  
Luisana Gonzalez  
Kelly Nuzum  
Roodley Cantave  
Stephanie Kent  
Sandy Gitonga  
Sylvia Aymat

Finance Analyst  
Q.A. Internal Monitoring Specialist  
Accounting & Finance Supervisor  
Senior Family Advocate  
HR Generalist  
Family Advocate  
Family Advocate

The meeting was called to order at 6:05 p.m.

#### **November-Agenda**

Members reviewed the November agenda; there were no questions. Motion to approve made by Stephanie Smith and seconded by Ulysses Robinson. Motion carried.

#### **October-Minutes**

Members reviewed the October Minutes. Motion to approve made by Stephanie Smith and seconded by Wanda Lopez. Motion carried.

#### **HR Report – November-HS/EHS/CCP/EXP**

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

Motion to approve made by Ulysses Robinson and seconded by Wanda Lopez. Motion carried.

#### **2023-24 HS/EHS/CCP/EXP Child Nutrition Policy 1302.44**

Leila Moradi, Senior Nutrition Specialist presented the 2023-24 Child Nutrition Policy updates including the updated Teacher Meals in Classroom Policy. No questions asked.

Motion to approve made by Ulysses Robinson and seconded by Wanda Lopez. Motion carried.

#### **2023-24 HS/EHS/CCP/EXP Child Health Safety Policy 1302.40**

Wilbert Reeves, Senior Health Specialist presented the 2023-24 Child Health Safety Policy updates. No questions asked.

Motion to approve made by Ulysses Robinson and seconded by Latoya Caldwell. Motion carried.

#### **HS/EHS/CCP/EXP-September-Financial, Credit Card, and Match Statements**

Luis Mercado presented program information: HS-25% of funding spent for the year, monthly revenue was \$419,239 and YTD revenue was \$1,105,816. EHS-25% completion of funds for the year, monthly revenue \$320,950 and YTD revenue was \$920,474. CCP-17% of the funding spent for the year, monthly revenue was \$369,527 and YTD revenue is \$726,482. EXP-58% of the budget spent for the year, monthly revenue was \$285,050 and YTD revenue was \$1,752,113.

Centennial Bank credit card charges \$1,987 (employee screenings), \$19,722 (travel for employees), and \$2,543 (monthly subscriptions). Citgo credit card charges \$795 (gasoline), Home Depot credit card charges \$2,311 (repairs and maintenance), and Walmart credit card charges \$4,306 (health and nutrition supplies). No questions asked.

Motion to approve made by Wanda Lopez and seconded by Ulysses Robinson. Motion carried.

**FY 2024-25 EXP Budget Justification and Executive Budget-Budget Amendments**

Luis Mercado presented the FY 2024-25 EXP Budget Justification and Executive Budget.

The summary was at 100% of completion.

There were some questions. Luis Mercado answered the questions.

Motion to approve made by Stephanie Smith and seconded by Wanda Lopez. Motion carried.

**2024-25 EHS/EXP Non-Competitive Application Grant #04HP00129**

Christen Jenkins, Senior Program Manager of Education, presented the 2023-24 Child Nutrition Policy.  
No questions asked.

Motion to approve made by Ulysses Robinson and seconded by Wanda Lopez. Motion carried.

**2023-2024 4C HS/EHS/CCP Program Improvement Plan**

Emily Hurst shared the Updated Grant Application and explained the updates made for the FY year 2023-24.

No questions asked.

Motion to approve made by Stephanie Smith and seconded by Wanda Lopez. Motion carried.

**2023-2024 4C HS/EHS/CCP Annual Report**

Emily Hurst presented the Annual Report and explained the updates made for the new year 2023-24.

No questions asked.

Motion to approve made by Stephanie Smith and seconded by Wanda Lopez. Motion carried.

**Public Comments**

No comments presented.

**Adjournment**

Meeting adjourned at 8:43 p.m.

11/29/2023

*Nicole M. Perez Aponte*

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Nicole Perez Aponte  
Policy Council Chair