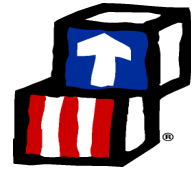




**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP  
Policy Council Meeting  
December 18, 2023**



**Policy Council Representatives in Attendance**

Nicole Perez (Chair)  
Stephanie Smith (Treasurer)  
Krystal D. Vargas  
LaToya Caldwell  
Tenesha Davis  
Laura Calise  
Sandina Saint Vil  
Ulysses Robinson

**Site**

Rising Kids Academy  
Reenie Johnson Day Care  
Dreaming Big HS/EHS  
Coqui Academy  
Ferguson  
Lawton HS  
Little Acorns EHS  
Ferguson

**4C Head Start Staff in Attendance**

Cindy Metz  
Kristi Sargent  
Percy Snyder  
Emily Hurst  
Mayra Aristud  
Christen Jenkins  
Luisana Gonzalez  
Wilbert Reeves  
Roodley Cantave  
Luis Mercado  
Justin Parker

**Position**

Chief Officer of Education/HS/EHS Director  
Senior Manager Comprehensive Services  
Head Start Program Manager  
Senior Program Manager of Compliance & Data  
Family & Community Coordinator  
Senior Program Manager of Education  
Q.A. Internal Monitoring Specialist  
Senior Health Specialist  
ERSEA Coordinator  
CCP/EXP Finance Analyst  
CCP/EXP Finance Analyst

The meeting was called to order at 6:10 P.M.

**December-Agenda**

Members reviewed the December agenda; there were no questions. Motion to approve made by Krystal Vargas and seconded by Ulysses Robinson. Motion carried.

**November-Minutes**

Members reviewed the November Minutes. Motion to approve made by Stephanie Smith and seconded by LaToya Caldwell. Motion carried.

**HR Report – December-HS/EHS/CCP/EXP**

Stephanie Kent presented the December HR Report and reported the organization's separations and

new hires. No questions asked.

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

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

Luis Mercado presented program information: HS-33% of funding spent for the year, monthly revenue was \$398,057 and YTD revenue was \$1,503,873. EHS-33% completion of funds for the year, monthly revenue \$322,404 and YTD revenue was \$1,242,878. CCP-25% of the funding spent for the year, monthly revenue was \$403,199 and YTD revenue is \$1,129,680. EXP-67% of the budget spent for the year, monthly revenue was \$261,218 and YTD revenue was \$2,013,331.

Centennial Bank credit card charges \$1,987.00 (employee screenings), \$2,336.82 (travel for employees), and \$15.00 (monthly subscriptions). Citgo credit card charges \$994.00 (gasoline), Home Depot credit card charges \$1,841 (repairs and maintenance), and Walmart credit card charges \$3,063.00 (health and nutrition supplies). No questions asked.

Motion to approve made by Stephanie Smith and seconded by Ulysses Robinson. Motion carried.

#### **2022-2023 4C HS/EHS/CCP/EXP Self-Assessment**

Emily Hurst presented the 2022-23 Self-Assessment and explained the data-driven process that allows the program to assess program progress on goals, compliance with standards, and determine areas of strength and opportunities for growth. Emily also explained the five phases process that is used to conduct the Self-Assessment from start to finish. The information from the Self-Assessment was used to develop the 2023-2024 Program Improvement Plan.

No questions asked.

Motion to approve made by Stephanie Smith and seconded by LaToya Caldwell. Motion carried.

#### **Director's Report-October-November**

Cindy Metz presented the Director's Report for October and November. No questions.

Motion to approve made by LaToya Caldwell and seconded by Krystal Vargas. Motion carried.

#### **Explanation of Slots Reduction Requests**

Cindy Metz explained the Slots Reduction Requests for informational purposes only. The Policy Council representatives will be receiving the Slots Reduction Requests by email for their approval.

#### **Public Comments**

No comments presented.

#### **Adjournment**

Meeting adjourned at 7:12 p.m.