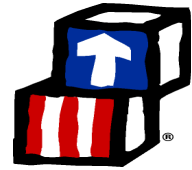




Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council ZOOM Meeting Minutes
February 21, 2024



Policy Council Representatives in Attendance

Nicole Perez (Chair)
Stephanie Smith (Treasurer)
Brigitte Castro
Rosario Arguetta
Viveca Vickers
Latoya Caldwell
Emily Rosa
Ana Llaudy
Ana Medina
Ulysses Robinson
Mario E. Vázquez
Arnaldo Alequín
Sandina Saint Vil
Wanda Lopez (Community Representative)

Site

Rising Kids Academy
Reenie Johnson Day Care
Lake Mary Bilingual
Hartage Family Daycare
Early Education Station
Coqui CCP
Baker Head Start
Teddy Bear
First Step Academy
Ferguson
Palm Plaza HS
Palm Plaza EHS
Little Acorns Child Care
Children's Home Society

4C Head Start Staff in Attendance

Cindy Metz
Kristi Sargent
Emily Hurst
Christen Jenkins
Leila Moradi
Kelly Nuzum
Nelmireya García
Stephanie Kent
Alicia Deshong
Mayra Aristud
Luisana Gonzalez
Roodley Cantave
Wilbert Reeves
Marsia Martin

Position

Chief Officer of Education/HS/EHS Director
Senior Manager Comprehensive Services
Senior Program Manager of Compliance & Data
Senior Program Manager of Education
Senior Nutrition Specialist
Accounting & Finance Supervisor
Finance Analyst
HR Generalist
Head Start Education Coordinator
Family & Community Partnership Coordinator
Q.A. Internal Monitoring Specialist
ERSEA Coordinator
Senior Health Specialist
Family Advocate

The meeting was called to order at 6:05 p.m. Policy Council Chair Nicole Perez Aponte confirmed that a quorum was established.

Action Items:

February-Agenda

Nicole Perez Aponte, Policy Council Chair, asked members to review the February agenda. There were no questions. Motion to approve made by Stephanie Smith and seconded by Ulysses Robinson. Motion carried.

January-Minutes

Nicole Perez Aponte, Policy Council Chair, presented the January Meeting Minutes. The members reviewed the January Minutes. There were no questions about the minutes. Motion to approve made by Stephanie Smith and seconded by Ulysses Robinson. Motion carried.

HR Report – February-HS/EHS/CCP/EXP

Stephanie Kent presented the February HR Report and reported the organization's separations and new hires. No questions asked. Motion to approve made by Brigitte Castro and seconded by Wanda Lopez. Motion carried.

2024-25 HS/EHS/CCP/EXP Eligibility Weight Scale

Mr. Roodley Cantave, ERSEA Coordinator, shared the new Eligibility Weight Scale report for the program year 2024-25. He explained that the Weight Scale committee of staff, community representatives and parents met in January to discuss this. Revisions to the Weight Scale were presented and reviewed with the Policy Council. Changes to the Weight Scale included points given to families that have risk factors including Chronic Medical Diagnosis and Domestic Violence or Human Trafficking. Ms. Nicole Perez asked if the distance between the sites and the parent's home can be taken in consideration to add points to the Weight Scale. Mr. Roodley answered the question. Motion to approve made by Viveca Vickers and seconded by Ulysses Robinson. Motion carried.

2024-29 Strategic Plan

Emily Hurst, Senior Program Manager of Compliance & Data, presented and explained that the program will begin a new 5-year grant cycle this year. With that, we are required to create new goals and objectives to guide program operations. For the 2024-2029 program years, the program has created four (4) overarching goals. Each goal has between two (2) and four (4) smart objectives with actions steps, a timeline, and expected outcomes. The focus areas included are, Education and Inclusion, Comprehensive Services, ERSEA/PFCE, and Leadership/Governance/Management Systems. Motion to approve made by LaToya Caldwell and seconded by Viveca Vickers. Motion carried.

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

Kelly Nuzum presented program information: HS-50% of funding spent for the year, monthly revenue was \$361,587 and YTD revenue was \$2,857,808. EHS-50% completion of funds for the year, monthly revenue \$294,493 and YTD revenue was \$1,824,465. CCP-42% of the funding spent for the year, monthly revenue was \$305,142 and YTD revenue is \$1,751,508. EXP-83% of the budget spent for the year, monthly revenue was \$264,135 and YTD revenue was \$2,532,742.

Centennial Bank credit card charges included \$4,224.00 (employee screenings), \$2,449.00 (travel for employees), and \$896.00 (monthly subscriptions). Citgo credit card charges \$622.00 (gasoline), Home Depot credit card charges \$2,509 (repairs and maintenance), and Walmart credit card charges included \$3,796.00 (health and nutrition supplies). No questions asked. Motion to approve made by Wanda Lopez and seconded by Ulysses Robinson. Motion carried.

Director's Report-January

Cindy Metz, Chief Officer of Education/HS/EHS Director, presented the Director's Report for the month of January. She shared that the program has opened a new Head Start classroom in Seminole County at Coqui/San Marcos Site. Ms. Cindy shared that at this time the following sites are fully enrolled: EHS-CCP: Kids Village Pine Hills and Teddy Bear, EHS: Lake Mary Bilingual Academy, NPE/EXP: 7 out of 12 classrooms fully enrolled and HS: Lawton, Coqui, Lake Mary Bilingual Academy HS. No questions.

Motion to approve made by Viveca Vickers and seconded by Ana Medina. Motion carried.

FY 2024-25 HS-EHS/EHS-CCP Budget Executive Summary and Baseline Budget detail in process

Kelly Nuzum, Accounting & Finance Supervisor, discussed with the Policy Council the Enrollment Reduction applications for the HS/EHS and EHS/CCP programs that received PC and Board approval in late January 2024 and-were submitted in early February. She explained that since we don't expect to have OHS approval of the applications for 3-5 months, we will also include the same requested enrollment numbers and budget numbers with the HS/EHS and EHS/CCP FY 24-25 Budget Application due May 1, 2024, as instructed by OHS. The numbers were detailed in the report. The final report will be sent to the Policy Council for their approval in the next Policy Council meeting.

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

Proposal for Parent Activity Funds Requests

Mayra Aristud, FCP Coordinator, presented the parent activity funds requested. Coqui/San Marcos, Coqui HS/EHS, requesting \$1,215.00. Lawton HS is requesting \$225.00. Altamonte HS is requesting \$225.00. Rising Kids Academy CCP is requesting \$180.00. Lake Mary Bilingual HS is requesting \$300.00. Lake Mary Bilingual EHS is requesting \$120.00. Midway HS is requesting \$540.00. Teddy Bear Child Care Home is requesting \$180.00, and Reenie Johnson is requesting \$90.00. All Seminole sites indicated that they agreed to combine their budgets to plan a Community Resource Festival for all children and their families to be held on April 23,2024.

Proposal to Approve New Policy Council Vice-Chair

Mayra Aristud, FCP Coordinator, presented Mr. Ulysses Robinson, Ferguson Parent Committee chair and asked for the approval of Mr. Ulysses to be seated as the new Policy Council Vice-Chair. There were no questions. Motion to approve made by Wanda Lopez and seconded by Stephanie Smith. Motion carried.

Public Comments

No comments presented.

Adjournment

Meeting was adjourned at 7:24 p.m. The next scheduled meeting will be on Wednesday, March 27,2024

X Nicole Perez Aponte

Nicole Perez Aponte
HS/EHS Policy Council Chair