



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Executive Meeting by Email Minutes
March 19, 2024**



Policy Council Representatives in Attendance via Email

Nicole Perez Aponte (Chair)
Ulysses Robinson (Vice-Chair)
Stephanie Smith (Treasurer)
Ana Llaudy
Brigitte Rijo
Rosario Argueta
Wanda Lopez (Community Representative)

Site

Rising Kids Academy
Ferguson EHS/EXP
Reenie Johnson Day Care
Teddy Bear FCC
Lake Mary Bilingual
Hartage FCC
Children's Home Society

4C Head Start Staff in Attendance via Email

Cindy Metz
Mayra Aristud

Position

Chief Officer of Education/HS/EHS
Family/Community Partnership
Coordinator

On Wednesday, March 19, 2024, at 12:45 p.m. Mayra Aristud, Family/Community Partnership Coordinator, sent the final documents included below and requests to the Policy Council members for review and approval by email. The Policy Council members had previously indicated their approval of the Slot Reduction, FY 2024-25 HS-EHS/EHS-CCP Budget Executive Summary and Baseline Refunding Budget Application, 2024-25 Non-Federal Share Waiver Request, 2024-25 HS/EHS/EM/CCP Eligibility Weight Scale request based on the Executive Summary reviewed during February's meeting and were advised that the final documents would be emailed to them for final approval. Ms. Aristud asked for the needed approvals on behalf of Cindy Metz, Chief Officer of Education/HS/EHS Director. The majority of Policy Council Executive Committee indicated approval via email by March 19, 2024.

March-Agenda

Members reviewed and approved the March agenda.

February-Minutes

Members reviewed and approved the February Minutes.

HR Report – March-HS/EHS/CCP/EXP

Members reviewed and approved the January HR Report that reported the organization's separations and new hires. HR Report was submitted by Stephanie Kent, HR Generalist.

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

Members reviewed and approved the summary of Financial, Credit Card, and Match statements program information That had been submitted by Kelly Nuzum, Accounting & Finance Supervisor .

HS-58% of funding spent for the year, monthly revenue was \$371,685 and YTD revenue was \$2,591,079. EHS-58% completion of funds for the year, monthly revenue \$308,457 and YTD revenue was \$2,132,922. CCP-50% of the funding spent for the year, monthly revenue was \$355,667 and YTD revenue is \$2,106,175. EXP-92% of the budget spent for the year, monthly revenue was \$240,804 and YTD revenue was \$2,773,546. Centennial Bank credit card charges \$1,365.00 (employee screenings), \$614.00 (travel for employees), and \$774.00 (monthly subscriptions). Citgo credit card charges \$764.00 (gasoline), Home Depot credit card charges \$464.00 (repairs and maintenance), and Walmart credit card charges \$2,112.00 (health and nutrition supplies).

Director's Report-February

Cindy Metz submitted the Director's Report for February. She shared the reports from the Education, Data & QA, Health, ERSEA, Nutrition, Family Services ,Inclusion Departments. The majority of all members reviewed and approved the report.

4C HS EHS 24-25 Application and Budget Justification & 4C HS-EHS FY 24-25 Budget Executive Summary

Members reviewed and approved the HS/EHS Budget and Executive Summary Baseline Budget Application. Kelly Nuzum, Accounting & Finance Supervisor, previously presented the Executive Policy Council the Enrollment Reduction application for the HS/EHS and EHS/CCP programs received PC and Board approval in late January 2024 and was submitted in early February. She explained that since we don't expect to have OHS approval on that application 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 HS/EHS programs BES and BBA have been submitted by Kelly Nuzum.

Application and Non-Federal Share Waiver Request

Kelly Nuzum, Accounting & Finance Supervisor, submitted to the Executive Policy Council the Non-Federal Share Waiver request 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 on that application for 3 to 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 was sent on March 19, 2024, members reviewed and approved it.

FY 4C HS-EHS Change in Scope Enrollment Reduction

4C Head Start is requesting to reduce its funded enrollment from 396 to 280 children. 4C is requesting to maintain its current funding of \$4,676,667 to make quality program improvements. The program improvements outlined within this reduction application will assist 4C in providing needed services and support to children, families, staff, and the community. If approved, the Head Start program will offer children and their families a full range of integrated and intensive support services five days per week, 6 hours per day for 160 days for the 2024-2025 school year.

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

Mr. Roodley Cantave, ERSEA Coordinator, submitted the new Eligibility Weight Scale (EWS) report for the program year 2024-25. On February 21, 2024, 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. On February 21, the Policy Council approved the EWS. After that meeting new updates were made to the EWS saying that the Early Head Start children that are already enrolled should continue to have continuity of care, so they automatically can be enrolled into Head Start if they are eligible. For that reason, the points were increased to ensure they would be transitioned to Head Start classrooms. Members reviewed and approved the updates made to the Eligibility Weight Scale.

2024-25 ERSEA Policies and Procedures 1302.

Ms. Kristin Sargent, Senior Manager Comprehensive Services, and Mr. Roodley Cantave, ERSEA Coordinator, updated the 2024-25 ERSEA Policies and Procedures (PP). Updates made to ERSEA PP are highlighted on pages 6, 10, 11, 12, 13, 16, 17, and 19. The document was sent to the Policy Council Executive Committee, the majority of the members reviewed and approved.

Proposal for Parent Activity Funds Requests

Mayra Aristud, FCP Coordinator, submitted the parent activity funds requested.

Dreaming Big is requesting \$945.00, Palm Plaza HS/EHS is requesting \$1,320.00.

Baker HS is requesting \$1,155.00. The majority of the members reviewed and approved the funds requested.

Public Comments:
No comments presented.

The next Policy Council meeting will be held on April 17, 2024 via TEAMS.

X Nicole Perez Aponte 3/28/24

Nicole Perez Aponte
HS/EHS Policy Council Chair