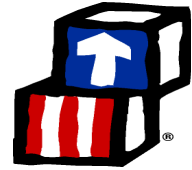




**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP  
Policy Council Meeting by TEAMS Minutes  
April 17, 2024**



**Policy Council Representatives in Attendance**

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

**4C Head Start Staff in Attendance**

Cindy Metz  
Kristi Sargent  
Kelly Nuzum  
Emily Hurst  
Mayra Aristud  
Alicia Marie Deshong  
Stephanie Kent  
Nelmireya Garcia  
Luisana Gonzalez  
Wilbert Reeves  
Percy Snyder  
Roodley Cantave

**Site**

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

**Position**

Chief Officer of Education/HS/EHS Director  
Sr. Program Manager of Comprehensive  
Accounting & Finance Supervisor  
Sr. Program Manager of Compliance  
Family/Community Partnership Coordinator  
Education Coordinator  
Human Resources Generalist  
Finance Analyst  
Quality Assurance Monitoring Specialist  
Senior Health Specialist  
Head Start Program Manager  
Interim ERSEA Coordinator

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

**April-Agenda**

Mr. Ulysses Robinson moved that the April agenda be approved; Stephanie Smith seconded. Motion carried.

**March-Minutes**

Stephanie Smith moved that the March meeting minutes be approved; Ulysses Robinson seconded. Motion carried.

**HR Report – April-HS/EHS/CCP/EXP**

Stephanie Kent, HR Generalist, submitted the April HR Report, which reported the organization's separations and new hires. Stephanie Smith to approved the report; Ulysses Robinson seconded. Motion carried.

**Director's Report-March**

Cindy Metz submitted the Director's Report for March. She shared the reports from the Education, Data & QA, Health, ERSEA, Nutrition, Family Services, and Inclusion Departments. Cindy Metz shared that the program needed to make a Corrective Action Plan due to an incident that occurred last February (2023) that involved a teacher and a child. The Ferguson building is adequately equipped with cameras that allow us to analyze the situation, and the teacher was immediately removed from her duties during the investigation process. The videos confirmed an inadequate action from the teacher. The parents of the minor were immediately notified, and the staff and management team provided adequate support to the family; the teacher was separated from the job. The Corrective

Action Plan (CAP) will be implemented to benefit teachers and children when they are going through hard times or dealing with stress. By providing a safe and positive learning environment, we can help both teachers and students thrive. Mr. Ulysses Robinson, PC Vice-Chair, voluntarily shared that the incident resulting in the need for a Corrective Action Plan occurred with his grandson and that the EHS program and staff acted promptly and transparently to report the incident to him. As a result, Mr. Ulysses stated, he and his wife have chosen to continue their grandson's enrollment in the program, and they couldn't be happier. Ms. Cindy Metz, HS/EHS Programs Director, encourages the PC, and we strongly encourage all families to come up with innovative ideas and provide concrete recommendations to ensure our teachers are equipped to tackle diverse daily challenges. Ms. Nicole Perez Aponte, PC Chair, asked if the program offers emotional support for teachers and children. Ms. Cindy explained that the HS/EHS programs have EAP benefits that offer a staff wellness program provided by AETNA, which is available for all staff. Ms. Nicole suggested that aroma therapy and short breaks could benefit staff working with children. All Policy Council members were allowed to provide their input and suggestions. Ms. Cindy Metz asked the PC members to take time over the next few days to review the draft CAP and to think of additional ways we can provide our staff with the support they may need. Wanda Lopez approved the report; Ulysses Robinson seconded. Motion carried.

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

Nelmireya Garcia, Finance Analyst, submitted the report. HS-62% of funding was spent for the year, monthly revenue was \$437,552, and YTD revenue was \$3,024,765. EHS-51% completion of funds for the year, monthly revenue of \$348,214, and YTD revenue of \$2,475,337. CCP-49% of the funding was spent for the year, monthly revenue was \$356,398, and YTD revenue was \$2,462,573. EXP-99% of the budget spent for the year, monthly revenue was \$292,407, and YTD revenue was \$3,065,953. Centennial Bank credit card charges \$1,504.00 (employee screenings), \$2,351.00 (travel for employees), and \$1,813.00 (monthly subscriptions). Citgo's credit card charges \$707.00 (gasoline), Home Depot's credit card charges \$1,415.00 (repairs and maintenance), and Walmart's credit card charges \$2,600.00 (health and nutrition supplies). Wanda Lopez moved to approve the Financial, Credit Card, and Match statements program summary; Ulysses Robinson seconded. Motion carried.

#### **4C 24-25 CCP Application and Budget Justification & 4C FY 24-25 CCP Budget Executive Summary In-Kind Plan, NFS Waiver, and 24-25 CCP Change in Scope.**

Kelly Nuzum, Accounting & Finance Supervisor, previously presented to the Policy Council the Enrollment Reduction application for the EHS-CCP program, which 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 EHS-CCP FY 24-25 Budget Application due May 1, 2024, as instructed by OHS. The numbers were detailed in the report. Kelly Nuzum has submitted the EHS-CCP program's BES and BBA. Ms. Nuzum mentioned that we are requesting a waiver for some match dollars, along with applications and budget justification. This is because of the program's request for a slot reduction of 26%, which means fewer children and parents will be available to contribute to Home Connections, reducing the ability to provide in-kind. However, Ms. Nuzum mentioned that the program would include other sorts of activities, such as increasing volunteerism, encouraging parent attendance at monthly meetings and Policy Council meetings, assisting teachers in the classroom, assisting teaching staff in the center, and engaging in outdoor learning activities. She thanked the PC members for their valuable support and attendance at PC meetings, stating that they are contributing in-kind by attending. Cindy Metz confirmed that the CCP program will maintain its current funding and operating schedule. She also mentioned some initiatives aimed at increasing the in-kind contributions, such as the training sessions Emily Hurst's team provided to both staff and parents on how to use the Learning Genie App. Idalys Figueroa, Data Specialist, played an active role in scheduling the training sessions and personally visiting the centers to assist parents with installing the app on their mobile devices. Thanks to her efforts, the in-kind contributions have significantly increased. Furthermore, the program has applied for two additional grants that will help further enhance the program. Ulysses Robinson moved to approve the 24-25 CCP Application and Budget Justification, Budget Summary In-Kind Plan, and NFS Waiver; Stephanie Smith seconded. Motion carried.

#### **4C EHS-CCP Training and Assistance Plan**

During our recent discussion, Cindy Metz clarified that she was referring to the exact percentage of the grant budget they plan to spend. She mentioned that the CCP program has its CLASS observers who use a teacher/child interaction tool to maintain a certain level of quality, as we prioritize what is best for our children. Additionally, under the contract with the Early Learning Coalition, observations will be conducted in the classrooms to provide coaching and support for our staff. The remaining budget will be allocated towards in-service, pre-service, and other training programs that we identify as beneficial throughout the year.

#### **Proposal for Parent Activity Funds Requests**

Mayra Aristud, FCP Coordinator, submitted the requested parent activity funds. Kids Village is requesting \$585, and Naomi Helligar is requesting \$350. Apopka Child Academy and First Step Academy are combining funds, requesting \$600. Little Angels is requesting \$180. First Steps Academy is requesting \$120, Early Education Station is requesting \$105, All About Kids is requesting \$240, Ferguson EHS Expansion (NPE/EHS) is requesting \$1,875, and San Marcos Coqui is requesting \$360. Ms. Stephanie Smith had a question regarding her grandson's center activity. Ms. Mayra Aristud explained to Ms. Smith that the Seminole sites combined their funds to hold a Community Resources Fair, which will have several agencies and businesses of Seminole County attending to share valuable information and services for our parents. The event will be held on Tuesday, April 23, from 9 a.m. to 1 p.m., and lunch from Jason's Deli will be provided for the parents. Ms. Aristud encouraged Ms. Smith to find the information and event flyer on ChildPlus, or she would email the event information to Ms. Smith. Wanda Lopez moved to approve the request; Ulysses Robinson seconded. Motion carried.

#### **Education and Childhood Development Program Services/1302.30 Updated Policies for Corrective Action Plan**

Cindy Metz explained that the action plan discussed was previously mentioned in the March Director's Report. She summarized that the changes made to the policies were intended to ensure that if a teacher or staff member needs to use the "Tap Out Tool," any other staff member who observes or is aware of the situation will take care of them and follow up on their well-being or take the corresponding actions as they are mandatory reporters of any violation to our standards. Cindy Metz invited parents to review the CAP and share ideas to support teaching staff during difficult times. Stephanie Smith moved to approve the updated Corrective Action Plan policies; Ulysses Robinson seconded. Motion carried.

There were no additional comments from the members.  
The meeting was adjourned at 7:24 p.m.

The next Policy Council meeting is scheduled to take place on May 15, 2024.

*Nicole Perez-Aponte* 4/29/24

Nicole Perez Aponte  
HS/EHS Policy Council Chair