



Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP  
Policy Council Meeting by TEAMS Minutes  
December 18, 2024



**Policy Council Representatives in Attendance**

Ulysses Robinson (Chair)  
Keishla Bachiller (Secretary)  
Ana Llaudy (Treasurer)  
Nicol Garcia  
Leonor Paulino  
Tabatha Greene

**Site**

Ferguson HS/EHS  
Little Acorns Child Care EHS  
Altamonte HS  
Coqui Academy  
Lake Mary Bilingual HS  
Orlando Health/Healthy Families of Osceola

**4C Head Start Staff in Attendance via TEAMS**

Cindy Metz  
Mayra Aristud  
Luis Mercado  
Krystal Jones  
Yvette Nieves  
Alicia Deshong  
Marcia Cotton  
Jessica Perrot  
Percy Snyder  
Wilbert Reeves  
Roodley Cantave

**Position**

Chief Officer of Education/HS/EHS Director  
Family/Community Partnerships Coordinator  
Accounting and Finance Supervisor  
Human Resources Generalist  
Senior Human Resources Generalist  
Education Coordinator  
Sr. Program Manager of Education/Inclusion  
ERSEA Coordinator  
H.S. Program Manager  
Senior Health Specialist  
Seminole Family Advocate

The meeting was called to order at 6:06 p.m. Mayra Aristud, Family/Community Partnership Coordinator, confirmed that a quorum was established.

**December-Agenda**

Ulysses Robinson, Policy Council Vice-Chair, presented the December Agenda; there were no questions. Tabatha Greene approved the motion, and Leonor Paulino seconded it. Motion carried.

**November-Minutes**

Ulysses Robinson, Policy Council Vice-Chair, presented the November minutes; there were no questions. Keishla Bachiller approved the motion, and Leonor Paulino seconded it. Motion carried.

**December HR Report –Approval of Hiring and Separations-HS/EHS/CCP/EXP**

Krystal Jones, SR Human Resources Generalist, submitted the December HR Report, which reported the organization's separations and new hires.

Keishla Bachiller approved the motion, and Leonor Paulino seconded it. There were no questions. Motion carried.

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

Luis Mercado, Accounting Assistance, presented the HS/EHS/CCP/EXP-October-Financial, Credit Card, and Match Statements. HS-28% of funding was spent for the year, monthly revenue was \$411,268, and YTD revenue was \$1,349,660. EHS-25% completion of funds for the year, monthly revenue of \$349,083, and YTD revenue of \$1,281,571. CCP-22% of the funding was spent for the year, monthly revenue was \$402,894, and YTD revenue was \$1,144,016. EXP-56% of the budget was spent for the year, monthly revenue was \$222,676, and YTD revenue was \$1,777,102. Centennial Bank credit card charges \$4,321.00 (employee screenings), \$100.00 (travel for employees), and \$4,368.00 (monthly subscriptions). Citgo's credit card charges \$1,508.00 (gasoline), Home Depot's credit card charges \$738.00 (repairs and maintenance), and Walmart's credit card charges \$2,537.00 (health and nutrition supplies) for a total of \$13,573. Keyshla Bachiller approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

### **2024-25 HS-EHS Updated Education/Childhood Development Program Policies-Policy EC-10 On the Use of Transition Chairs**

Alicia Deshong, Education Coordinator, presented the addition to the Education/Childhood Development Program Policy EC-10 on the Use of Transition Chairs. The policy outlines strict guidelines regarding the use of transition chairs in classrooms, particularly for infants learning to sit during meal times. Transition chairs are only permitted for use during designated meal times (breakfast, lunch, and snack) and must be removed once a child reaches one year of age. These chairs are not used to restrain children during activities like circle time or group sessions. Staff will receive training on the proper use of transition chairs and alternatives for supporting children during group activities. Regular monitoring will ensure compliance, and misuse will result in corrective actions. The policy also includes procedures for consultation with specialists if a child requires extended use of a transition chair due to developmental or health concerns. Keyshla Bachiller approved the motion, and Nicol Garcia seconded it. There were no questions. Motion carried.

### **2024-25 HS/EHS/CCP/EXP November Monthly Director's Report**

Cindy Metz, EHS/HS Chief Officer of Education and Director, presented the Director's Report for November. The program's enrollment is steadily increasing, with the Head Start Preschool and EHS-CCP programs reaching over 90% enrollment. In November and December, various departments collaborated to contact families and screen applications, boosting enrollment. Staff are encouraged to continue involving volunteers and organizing parent activities to increase in-kind hours. Classroom attendance is also rising, with the EHS-CCP program meeting the required 85% attendance for November and staying on track for December. The program is progressing in serving children with disabilities, with Head Start meeting its 10% target, while EHS and EXP are close to meeting it, and CCP will focus on increasing its numbers. During the November In-Service, the Policy Council Executive Committee participated in training, and Ms. Keishla Bachiller, the Policy Council Secretary, earned her CPR/First Aid Certificate. Several parents have requested financial support to complete their GEDs, and the program continues to benefit from volunteers from the Tri-Counties.

Keishla Bachiller approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

**Public Comments:** No comments were presented.

**Adjournment:** The meeting was adjourned at 6:55 p.m.

The next meeting of the Policy Council is scheduled for Wednesday, January 15, 2025.

X *Ulysses Robinson*

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Ulysses Robinson

HS/EHS/CCP/EXP Policy Council Chair