



Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP  
Policy Council Meeting by TEAMS Minutes  
January 15, 2025



**Policy Council Representatives in Attendance**

Ulysses Robinson (Chair)  
Sharron Jacob (ViceChair)  
Keishla Bachiller (Secretary)  
Ana Llaudy (Treasurer)  
Wanda Lopez  
Tabatha Greene

**Site**

Ferguson EHS  
Orlando Day Nursery  
Little Acorns Child Care EHS  
Altamonte HS  
Children's Home Society  
Healthy Families of Osceola

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

Cindy Metz  
Mayra Aristud  
Kelly Nuzum  
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 6:11 p.m. Mayra Aristud, Family/Community Partnership Coordinator, confirmed that a quorum was established.

**January-Agenda**

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

**December-Minutes**

Ulysses Robinson, Policy Council Vice-Chair, presented the December minutes for approval; there were no questions. Keishla Bachiller approved the motion, and Sharron Jacob seconded it. Motion carried.

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

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

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

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

Kelly Nuzum, Accounting and Finance Supervisor, presented the HS/EHS/CCP/EXP-November-Financial, Credit Card, and Match Statements. HS-37% of funding was spent for the year, monthly revenue was \$454,340, and YTD revenue was \$1,803,999. EHS-33% completion of funds for the year, monthly revenue of \$378,855, and YTD revenue of \$1,660,425. CCP-29% of the funding was spent for the year, monthly revenue was \$358,425, and YTD revenue was \$1,502,440. EXP-65% of the budget was spent for the year, monthly revenue was \$265,488, and YTD revenue was \$2,042,590. Centennial Bank credit card charges \$555.00 (employee screenings), \$5,246.00 (travel for employees), and \$273.00 (monthly subscriptions). Citgo's credit card charges \$1,161.00 (gasoline), Home Depot's credit card charges \$3,125.00 (repairs and maintenance), and Walmart's credit card charges \$3,105.00 (health and nutrition supplies) for a total of \$13,465. Keishla Bachiller approved the motion, and Wanda Lopez seconded it. There were no questions. Motion carried.

### **Director of Finance and Accounting Position-Request**

Cindy Metz, Chief Officer of Education and Director of EHS/HS, presented Mr. Paul Spears as the candidate for the Director of Finance and Accounting position. In her presentation, she highlighted Mr. Spears's resume, which outlines his background, experience, and tenure with the agency from 2013 to 2022. Mr. Spears is familiar with HS Standards, Uniform Guidance, and the accounting systems and their subsystems, positioning him well for this role. She requested the Policy Council's approval to fill this position. Keishla Bachiller approved the motion, and Wanda Lopez seconded it. There were no questions. Motion carried.

### **In-Kind Hours Boost Start -For Informational Purposes Only**

Marcia Cotton, Sr. Program Manager of Education/Inclusion, shared an inspiring message to encourage parents to participate in giving in kind, emphasizing the importance of supporting our HS Program in tangible ways. She proposed the idea of an in-kind rally designed to motivate Parent Committee (PC) representatives and all parents to get involved. Her initiative included a challenge where the school that collects the most in-kind donations would win a prize, with the winners being announced across all media platforms. DR. Marcia presented the idea enthusiastically, and her passion resonated with the parents, who agreed to fully support her efforts. Policy Council representatives were also encouraged to spread the word to their respective sites and families, helping to ensure widespread participation and success.

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

Cindy Metz, EHS/HS Chief Officer of Education and Director, presented the Director's Report for December. The program's enrollment is steadily increasing, with the Head Start Preschool and EHS-CCP programs reaching over 90% enrollment. The Director's report highlighted key achievements and ongoing goals in serving children with disabilities. The HS program is successfully maintaining service to 10% of children with disabilities, which was recognized as an outstanding accomplishment. The EHS and EXP programs are currently serving around 9% of children with disabilities, with continued efforts aimed at reaching the 10% target. Additionally, the CCP program is committed to intensively working toward improving its numbers in order to better serve 10% of children with

disabilities. The Director also explained that the low Expansion DRDP scores result from children being enrolled before the Winter Assessment due date, which impacted the data collection for this period. Keishla Bachiller approved the motion, and Sharron Jacob seconded it. There were no questions. Motion carried.

**Public Comments:** Ms. Keishla Bachiller, the Policy Council secretary, announced that she has recently begun classes to complete her GED in partnership with Seminole College, with the support of the 4C Head Start Early Head Start program and the FCP Coordinator. The management team at 4C and the parents extend their congratulations to Ms. Bachiller.

**Adjournment:** The meeting was adjourned at 6:48 p.m.

The next meeting of the Policy Council is scheduled for Wednesday, February 19, 2025.

X *Ulysses Robinson*

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Ulysses Robinson

HS/EHS/CCP/EXP Policy Council Chair