



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by TEAMS Minutes
March 12, 2025**



Policy Council Representatives in Attendance

Ulysses Robinson (Chair)
Sharron Jacob (Vice-Chair)
Ana Llaudy (Treasurer)
Britney Thompson
Vanessa Hardy
Maria Leyton
Enma Zahmoul
Niquana King
Alisson Poitier
Brandy Morales
Regina Hardwick
Marlene Williams
Tabatha Greene

Site

Ferguson EHS
Orlando Day Nursery
Altamonte HS
Coqui Child Academy
Apopka Child Academy
Lake Mary Bilingual
Kids Village-Pine Hills
Palm Plaza HS/EHS
Teddy Bear-EHS/CCP
Coqui Child Academy
Coqui Child Academy
Dreaming Big Kids Academy
Healthy Families of Osceola

4C Head Start Staff in Attendance via TEAMS

Cindy Metz
Kelly Nuzum
Mayra Aristud
Krystal Jones
Kristi Sargent
Marcia Cotton
Wilbert Reeves
Roodley Cantave
Jessica Perrot
Ladaisha Henderson

Position

HS/EHS Chief Officer of Education/Director
Accounting and Finance Supervisor
Family/Community Partnerships Coordinator
Human Resources Generalist
SR Program Manager Comp/Services
SR Program Manager of Education/Inclusion
Senior Health Specialist Roodley Cantave
Seminole Family Advocate
Orange Senior Family Advocate
Family Advocate

The meeting was called to order at 6:02 p.m. Ulysses Robinson, Policy Council Chair, confirmed that a quorum was established.

March-Agenda

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

February-Minutes

Ulysses Robinson, Policy Council Vice-Chair, presented the February minutes for approval; there were no questions. Tabatha Greene approved the motion, and Vanessa Hardy seconded it. Motion carried.

HS/EHS/CCP Refunding Applications FY 2025-26: HS/EHS FY 25-26 including Executive Summary, HS/EHS FY 25-26 Budget Detail Summary, HS/EHS FY 25-26 Budget Detail Summary, HS/EHS FY 25-26 Budget Justification Narrative, HS/EHS FY 25-26 NFS Waiver Request.

Kelly Nuzum, Accounting and Finance Supervisor, presented the FY 25-26 Refunding Application for the Head Start, Early Head Start, and Child Care Partnership Programs outlines key program details and budget considerations. The Head Start Program, serving 262 children across Seminole and Osceola Counties, will maintain eight direct and seven subcontracted classrooms, with 170 instructional days and 39.9 FTE positions, a decrease from 42.5 due to restructure. The Early Head Start Program, serving 172 children in Orange, Seminole, and Osceola Counties, includes 13 direct and five subcontracted classrooms, with 216 and 230 instructional days, and 50.2 FTE positions, a reduction from 52.4. The Child Care Partnership Program will serve 192 children in Orange and Seminole Counties, with 25 subcontracted classrooms, 230 instructional days, and 20 FTE positions, an increase from 18.5. The budget process for FY 25-26 involved analyzing line items and incorporating quality improvement initiatives. Additionally, a Partial Non-Federal Share Waiver is requested due to fewer families available to contribute to In-Kind dollars after Slot Reductions. To request this waiver, the application must be submitted via HSES, including Board and Policy Council approval, minutes, rosters, and a formal request on agency letterhead signed by the Authorized Official. The 4C's indirect rate remains at 8.00%. There were no questions.

Tabatha Greene approved the motion, and Sharron Jacob seconded it. Motion carried.

CCP Refunding Application FY 2025-26 including Executive Summary, CCP Budget Detail Summary, CCP Budget Justification Narrative, CCP NFS Waiver Request.

Kelly Nuzum, Accounting and Finance Supervisor, presented the CCP Refunding Applications FY 2025-26, Community Coordinated Care for Children, Inc. (4C) is applying for a total of \$5,051,128 in federal funding for the Early Head Start - Child Care Partnership (CCP) program, which includes \$4,954,801 for operations and \$96,327 for Training and Technical Assistance. Additionally, 4C has secured \$325,000 in non-federal funds, comprised of \$200,000 in cash from the Orange County Citizens' Commission for Children and \$125,000 in in-kind contributions. The CCP program offers 10 hours of service for each enrolled child, with six instructional hours paid by federal and non-federal funds and 4 hours funded by childcare subsidy funds (School Readiness or SR funds), which originate from federal sources but are not eligible for match purposes under federal regulations. The combination of federal, non-federal, and School Readiness funds will support 192 child enrollments. The proposed budget is designed to ensure the delivery of comprehensive services to children and families in a cost-effective manner, based on historical trends, and includes the necessary infrastructure to support high-quality programming. Personnel costs for 4C's staff are adjusted based on a wage comparability study conducted by Seay Management Consultants and aligned with local school district pay scales to ensure competitiveness in attracting and retaining qualified staff. The personnel details include payroll costs for 50 employees, equivalent to 20.02 FTE positions, with allocations based on 4C's approved Cost Allocation Plan. The Child Health and Development section is allocated \$529,151 in federal funds for 9.01 CCP positions, including program managers, content area experts, and health/mental health services personnel. The non-federal share funds, both cash and in-kind, are thoroughly documented and comply with all federal regulations. There were no questions. Tabatha Greene approved the motion, and Sharron Jacob seconded it. Motion carried.

HS-EHS Grant Narrative Combined with Budget -FY 2025-26

Grant # 04CH0126778

Cindy Metz, Chief Officer, and HS/EHS Programs Director presented the 4C Early Head Start-Child Care Partnership (EHS-CCP) program that serves children in Orange and Seminole Counties, Florida, with a focus on low-income families. In 2023-2024, the program served 236 children, including those with disabilities. It provides full-day, year-round care to children aged six weeks to three years in high-poverty areas. The program uses a weighted points system to prioritize families in need, emphasizing reaching homeless and foster care children. The Weight Scale evaluation prompted professional discussions, leading to adjustments for a more meaningful eligibility process. Recruitment is ongoing through community partnerships, social media, and a digital application portal. The program also ensures regular attendance by setting clear expectations and tracking absences, with interventions if a child's attendance falls below 90%. Efforts to reduce chronic absenteeism include outreach from Family Advocates and documentation of all communications. The program collaborates with local agencies to conduct developmental screenings and provide early interventions. Additionally, it has increased its outreach to support the growing Haitian community in the region. School Readiness goals are reviewed and updated annually, with regular meetings to track progress and refine goals for children's development. There were no questions. Tabatha Greene approved the motion, and Sharron Jacob seconded it. Motion carried.

EHS-CCP Grant Narrative Combined with Budget -FY 2025-26

Grant # 04HP000566

Cindy Metz, Chief Officer and HS/EHS Programs Director, presented the 4C Early Head Start-Child Care Partnership (EHS-CCP) program serves low-income families in Orange and Seminole Counties, Florida, providing full-day, year-round care for children aged six weeks to three years. In 2023-2024, it served 236 children, prioritizing those in need, such as those experiencing homelessness or in foster care. The program has refined its eligibility process based on a review of the Weight Scale. Recruitment is enhanced through community partnerships, social media, and a digital portal. Attendance is closely monitored, with interventions if it falls below 90%. Parent Committee meetings foster engagement and support, while staff recruitment includes thorough background checks and ongoing training. The program uses Child/Plus to track data on ERSEA requirements and child services, as well as program monitoring and analysis of reports to ensure compliance and guide planning. It also uses Learning Genie to manage in-kind contributions and survey data, improving parent engagement and program outcomes. Monthly Policy Council meetings review updates, with quorum requirements adjusted to five members. There were no questions. Tabatha Greene approved the motion, and Sharron Jacob seconded it. Motion carried.

Updated 2025 HS/EHS HR Standards of Conduct

Cindy Metz, Chief Officer, and HS/EHS Programs Director, presented the 4C Head Start program, which establishes comprehensive Standards of Conduct that must be followed by all staff, contractors, volunteers, interns, consultants, and governing body members to promote a safe, respectful, and professional environment for children, families, and staff. These standards emphasize the importance of positive behavior strategies to support children's well-being, prevent harmful behaviors, and ensure that adults do not engage in maltreatment or endanger children's safety. Specific expectations include maintaining confidentiality, ensuring children are never left unsupervised, and prohibiting any form of corporal punishment, emotional abuse, or neglect. Additionally, all individuals are required to communicate professionally, respect diversity, and avoid conflicts of interest in financial matters. Violations of these standards may result in disciplinary actions, including termination, and all members must sign and adhere to the policies outlined in the program's procedures. Sharron Jacobs approved the motion, and Enma Zahmoul seconded it. There were no questions. Motion carried.

March 2025 HS/EHS/CCP/EXP HR Report –Approval of Hiring and Separations

Krystal Jones, SR Human Resources Generalist, submitted the March- HR Report, which reported the organization's separations and new hires. Ms. Jones shared the news of no separations during the month and new hire staff for the programs. Tabatha Greene approved the motion, and Sharron Jacobs seconded it. There were no questions. Motion carried.

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

Kelly Nuzum, Accounting and Finance Supervisor, presented the HS/EHS/CCP/EXP-January-Financial, Credit Card, and Match Statements. HS-54% of funding was spent for the year, monthly revenue was \$432,025, and YTD revenue was \$2,610,303. EHS-48% completion of funds for the year, monthly revenue of \$403,410, and YTD revenue of \$2,415,212. CCP-42% of the funding was spent for the year, monthly revenue was \$384,374, and YTD revenue was \$2,215,440. EXP-79% of the budget was spent for the year, monthly revenue was \$251,184, and YTD revenue was \$2,500,053. Centennial Bank credit card charges \$964.00 (employee screenings), \$1,250.00 (travel for employees), and \$1,710.00 (monthly subscriptions). Citgo's credit card charges \$449.00 (gasoline), Home Depot's credit card charges \$4,035.00 (repairs and maintenance), and Walmart's credit card charges \$1,709.00 (health and nutrition supplies) for a total of \$10,177. Sharron Jacobs approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

HS/EHS Updated 2025 Policy on Reimbursement for Parent Education Courses

Mayra Aristud, FCP Coordinator, presented the Head Start supports parents as their child's first teacher by reimbursing the cost of approved parent education courses that enhance their knowledge and skills in areas such as child development, parenting, financial literacy, and other relevant topics. Parents or legal guardians of currently enrolled Head Start children are eligible for reimbursement, provided the course is accredited, relevant to the program's goals, and pre-approved by the Head Start program director or designated staff. The reimbursement process includes pre-approval of the course, submission of proof of completion and payment, and processing by the finance team within 30 days. Reimbursement is limited to \$500 per parent per year, based on available funding, and must be completed within the fiscal year the course was finished. If requests exceed available funds, prioritization will be given to parents who haven't received reimbursement, those enrolled in relevant courses, and the date of submission. College credit or degree courses are generally not eligible unless related to early childhood education, and late or incomplete submissions will not be considered. This policy is reviewed annually to ensure it aligns with Head Start guidelines and funding availability.

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

HS/EHS/ FY 2025-26 Parent Activity Fund Policy & Procedures

Mayra Aristud, FCP Coordinator, presented the Head Start Parent Activity Fund Policy & Procedure, which is designed to support activities that foster parent engagement and strengthen the relationship between parents and their enrolled children. The fund is intended to encourage parents' participation in events that promote child development and family well-being, with a focus on educational, family bonding, and enrichment activities. It prioritizes the needs of enrolled children and their families but may extend to siblings if funds allow. Funds can cover transportation, materials, and event fees for program-sponsored activities. All expenditures must be pre-approved and aligned with Head Start's mission, and funds cannot be used for personal expenses or unrelated events. The policy is reviewed annually to ensure compliance with federal guidelines and program objectives. Sharron Jacobs approved the motion, and Vanessa Hardy seconded it. There were no questions. Motion carried.

**Parent Activity Fund Request for Apopka Children Academy and Seminole County Combined Sites:
Altamonte HS, Midway HS, Coqui Academy HS/EHS/CCP**

Roodley Cantave, Seminole Family Advocate, along with Ladaisha Henderson and Vanessa Hardy, Policy Council representative for Apopka Child Academy, presented the parent activity fund request for Apopka C Academy EHS/CCP to attend the Central Florida and Botanical Gardens on Saturday, March 22, 2025, including enrolled children, parents, and siblings. The budget amount allocated for this activity was \$1,923.98, with all sites' budgets combined. It includes ticket entrance fees and meals for 102 people. The budget was revised and authorized by the OHS. Britney Thompson, the Policy Council representative for Coqui HS/EHS/CCP, requested the Parent Activity Fund for \$2,520. This combined funding, sourced from Coqui Academy HS/EHS/CCP, Midway HS, and Altamonte Head Start, supports a fun and engaging event for families. The funds will be used to organize a bowling outing at the Airport Lanes in Sanford on April 25, 2025. This event will provide an opportunity for parents, children, and staff to connect in a recreational setting, fostering community involvement and support within the participating programs. Sharron Jacobs approved the motion, and Vanessa Hardy seconded it. There were no questions. Motion carried.

Public Comments:

No Comments. Adjournment: The meeting was adjourned at 7:26 p.m.

X *Ulysses Robinson*

Ulysses Robinson

HS/EHS/CCP/EXP Policy Council Chair