



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by TEAMS Minutes
April 16, 2025**



Policy Council Representatives in Attendance

Ulysses Robinson (Chair)
Sharron Jacob (Vice-Chair)
Ana Llaudy (Treasurer)
Britney Thompson
Enyghya Campbell
Kellyan Collins
Ileanesse Guzman
Tahynasha Sierra
Tabatha Greene

Site

Ferguson EHS
Orlando Day Nursery
Altamonte HS
Coqui Child Academy
Dreaming Big
Orlando Day
Palm Plaza
Ferguson
Healthy Families of Osceola

4C Head Start Staff in Attendance via TEAMS

Cindy Metz
Kelly Nuzum
Mayra Aristud
Krystal Jones
Kristi Sargent
Marcia Cotton
Percy Snyder
Wilbert Reeves
Roodley Cantave
Jessica Perrot
Sandra Vaughn

Position

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
H.S. Program Manager
Senior Health Specialist Roodley Cantave
Seminole Family Advocate
Orange/Senior Family Advocate
Osceola Site Supervisor

The meeting was called to order at 6:05 p.m. Mayra Aristud, Family/Community Partnership Coordinator, confirmed that a quorum was established.

April-Agenda

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

March-Minutes

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

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

Kelly Nuzum, Accounting and Finance Supervisor, presented the HS/EHS/CCP/EXP-February-Financial, Credit Card, and Match Statements. HS-62% of funding was spent for the year, monthly revenue was \$405,785, and YTD revenue was \$3,016,080. EHS-56% completion of funds for the year, monthly revenue of \$413,637, and YTD

revenue of \$2,828,899. CCP-50% of the funding was spent for the year, monthly revenue was \$426,824, and YTD revenue was \$2,642,036. EXP-87% of the budget was spent for the year, monthly revenue was \$251,855, and YTD revenue was \$2,751,908. Centennial Bank credit card charges \$ 2,019.00 (employee screenings), \$32,093.00 (travel for employees), and \$1,251.00 (monthly subscriptions). Citgo's credit card charges \$594.00 (gasoline), Home Depot's credit card charges \$2,867.00 (repairs and maintenance), and Walmart's credit card charges \$1,678.00 (health and nutrition supplies) for a total of \$40,501. Sharron Jacobs approved the motion, and Tabatha Greene seconded it. There were no questions. Motion carried.

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

Krystal Jones, SR Human Resources Generalist, submitted the April HR Report, which reported the organization's separations and new hires. Ms. Jones shared that there are no separations during the month, and new staff members have been hired for the programs. Tabatha approved the motion, and Sharron Jacobs seconded it. There were no questions.

Motion carried.

OHS Informational Memorandum/For Informational Purposes Only- Promoting Healthy Eating and Nutrition for HS Children & Families

Wilber Reeves, Health & Nutrition Senior Specialist, shared the Office of Head Start Memorandum regarding how Head Start programs are critical in promoting healthy eating and nutrition for children and families, particularly those facing food insecurity. Good nutrition supports brain development, physical health, and learning while helping prevent obesity and chronic diseases. Programs must follow federal guidelines, such as those from the Child and Adult Care Food Program (CACFP), to ensure meals are nutritious and culturally appropriate. Family engagement is key—Head Start partners with families to offer education on healthy food choices, meal prep, and access to support programs like WIC and SNAP. Interactive and hands-on learning activities, family-style dining, gardening projects, and breastfeeding support reinforce healthy habits. Through creative approaches and strong community partnerships, Head Start helps establish lifelong healthy eating behaviors for children and their families.

Tabatha approved the motion, and Sharron Jacobs seconded it. There were no questions.

Motion carried.

HS/EHS/CCP/EXP February Director's Report

Cindy Metz, Chief Officer and HS/EHS Programs Director, presented the 4C Head Start February Director's Report. All programs have surpassed the required 97% enrollment benchmark, with Head Start reaching a full 100% enrollment in February—an outstanding achievement! The Head Start program also continues to meet the goal of serving 10% of children with disabilities. On the health front, we are pushing towards 100% completion of vision and hearing screenings by prioritizing larger sites first and smaller ones next to enhance compliance. Dental screenings are scheduled for the last week of March, and signed permission slips are being collected to ensure readiness. Parents are also encouraged to access the patient portal for lead test results and continue receiving reminders about the importance of dental and lead screenings. In the area of nutrition, the team has been excelling with surveys and growth charts, reaching 100% completion. Despite some technical issues, hemoglobin testing remains a priority, and we've upgraded to a new pediatric-specific machine. Education services are ramping up as newly enrolled children settle in, and Education Specialists have been actively stepping in to maintain classroom continuity. Classroom monitoring for the 2024-2025 year is underway, with Inclusion Specialists streamlining screening data entry for quicker support. Community engagement is growing through new partnerships and outreach events, and volunteerism continues to thrive with programs like FGP and OTTER. We are also finalizing a partnership with Big Smiles Florida to bring portable dental care directly to our sites. With cross-functional "Popcorn Meetings" and COGNIA preparations nearing completion, the program is well-positioned for continued excellence. Tabatha approved the motion, and Sharron Jacobs 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, presented the Parent Activity Funds request for Lawton Head Start to attend Top Gulf and Lake Mary Bilingual, proposing a trip to the Orlando Science Center. Sharon Jacobs, Policy Council/Vice Chair Representative for Orlando Day Academy, also submitted a request for Parent Activity Funds to support a visit to the Orlando Science Center. In addition, Mr. Ulysses presented the Parent Activity Funds request for the Ferguson site, which included all classrooms. The budget for all the proposed activities was reviewed and combined for consideration.

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

Comments:

Adjournment: The meeting adjourned at 6:52 p.m.

The next meeting of the Policy Council is scheduled for Wednesday, May 21, 2025.

X 

Ulysses Robinson
HS/EHS/CCP/EXP Policy Council Chair