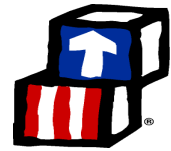




**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting by TEAMS Minutes
May 21, 2025**



Policy Council Representatives in Attendance

Ulysses Robinson (Chair)
Sharron Jacob (Vice-Chair)
Ana Llaudy (Treasurer)
Samantha Davila
Bae Michelle
Margie Dittren
Olivia Dimanche

Site

Ferguson EHS
Orlando Day Nursery EHS
Altamonte HS
Kids Village/Pine Hills
Little Angels EHS
Pregnant Moms Program
Orlando Steam EHS

4C Head Start Staff in Attendance via TEAMS

Cindy Metz
Krystal Jones
Mireille Eximond-Parrott
Emily Hurst
Marcia Cotton
Wilbert Reeves
Mayra Aristud
Candace Mockabee

Position

Chief Officer of Education/HS/EHS Director
Human Resources Generalist
Human Resources Director
SR Program Manager of Q.A. & Facilities
SR Program Manager of Education/Inclusion
Senior Health Specialist
Family/Community Partnerships Coordinator
Family Advocate

The meeting was called to order at 6:12 p.m. Mayra Aristud, Family/Community Partnership Coordinator, confirmed that a quorum had been established.

May-Agenda

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

April-Minutes

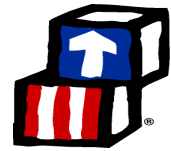
Ulysses Robinson, Policy Council Vice-Chair, presented the April minutes for approval; there were no questions. Samantha Davila approved the motion, and Sharron Jacob seconded it. Motion carried.

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

Cindy Metz, Chief Officer of Education/HS/EHS Director, presented the HS/EHS/CCP/EXP-March-Financial, Credit Card, and Match Statements. HS-69% of funding was spent for the year, monthly revenue was \$364,440, and YTD revenue was \$3,380,528. EHS-62% % completion of funds for the year, monthly revenue of \$348,705, and YTD revenue of \$3,177,604. CCP-56%% of the funding was spent for the year, monthly revenue was \$349,288, and YTD revenue was \$2,991,324. EXP-6% % of the budget was spent for the year, monthly revenue was \$198,648, and YTD revenue was \$198,648. Centennial Bank credit card charges \$1,015 (employee screenings), \$8,620 (travel for employees), and \$155.00, (monthly subscriptions). Citgo's credit card charges \$453.00 (gasoline), Home Depot's credit card charges \$1,689.00 (repairs and maintenance), and Walmart's credit card charges \$1,959.00 (health and nutrition supplies) for a total of \$13,891. Sharron Jacobs approved the motion, and Samantha Davila seconded it. Motion carried.



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

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

Motion carried.

OHS Informational Memorandum/Expanding Educational Freedom and Opportunities For Families in Head Start Programs- For Informational Purposes Only

Marcia Cotton, SR Program Manager of Education/Inclusion, presented the Information Memorandum from the Office of Head Start, which highlights the importance of promoting parental choice in early care and education (ECE). It encourages Head Start programs to actively engage in state and local coordination efforts, streamline enrollment systems, and partner with a variety of early childhood education (ECE) providers, including faith-based and family child care settings, to offer families more options. Programs are urged to use family input to shape services, re-examine community partnerships, and layer funding sources to expand access and flexibility. These efforts aim to empower families to choose the ECE setting that best fits their needs and values while supporting children's school readiness.

HS/EHS/CCP/EXP March 2025 Director's Report

Cindy Metz, Chief Officer of Head Start and Director of HS/EHS, presented the March Director's Report and highlighted the exceptional work of Ms. Kristi Sargent and her team for their dedication and firm performance. All programs achieved or exceeded 100% enrollment, with Family Advocates ensuring vacancies are filled within the required 30-day timeframe. To support continued enrollment and health outcomes, the ERSEA and Health & Nutrition Teams are organizing a Community Health Fair in April. While some health metrics, such as physical exams, WBCs, and lead screenings, are currently below target, the team is actively addressing these through follow-ups, reminders, and accurate documentation. Attendance across Head Start and EHS-CCP remains above the 85% requirement, and further analysis is underway to address specific program barriers. March also saw strong community engagement through multiple outreach events and the development of a new partnership with Cornerstone Connections.

Volunteer participation is growing, with several parents undergoing background checks, and updated recruitment materials are being distributed across counties. The program continues to meet its goal of serving 10% of children with disabilities, reflecting the team's ongoing commitment to inclusive, high-quality services.

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

Motion carried.



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2025 Updated Quality Assurance (QA) Policies and Procedures

Emily Hurst, Senior Program Manager of Quality Assurance and Facilities, presented updates on the Quality Assurance (QA) policies and procedures detailed on page 4. All newly hired 4C HS/EHS/CCP staff are required to complete a comprehensive training program designed to ensure they are thoroughly prepared to uphold the agency's values and expectations from their first day. Recent updates have placed a stronger emphasis on Standards of Conduct and Child Discipline, highlighting the importance of maintaining a respectful, professional, and child-centered approach in all interactions. These trainings clearly define acceptable and unacceptable behaviors, provide strategies for positive guidance, and reinforce the program's zero-tolerance policy regarding any form of inappropriate discipline. Additionally, new staff receive training in several critical areas, including Orientation with Human Resources, Active Supervision, Education and Curriculum, Inclusion, Health and Nutrition, Quality Assurance, Facilities and Safety, as well as Data and In-kind. These foundational trainings are vital for ensuring that all new employees are aligned with the program's mission and equipped to deliver high-quality, compassionate care and education. Samantha Davila approved the motion, and Sharron Jacobs seconded it. There were no questions. Motion carried.

Parent Activity Written Funds Request

Mayra Aristud, FCP Coordinator, presented the Written Parent Activity Funds requests in the amount of \$780.00 for Kids Village Pine Hills to acquire the Orlando Science Center Membership for All pass, and for Orlando Steam EHS to attend the Crayola Experience on May 30, 2025, in the amount of \$458.61. Samantha Davila approved the motion, and Sharron Jacobs seconded it. There were no questions. Motion carried.

Comments:

Adjournment: The meeting adjourned at 7:11 p.m.

The next meeting of the Policy Council is scheduled for Wednesday, June 18, 2025

X *Ulysses Robinson*

Ulysses Robinson

HS/EHS/CCP/EXP Policy Council Chair