



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



Policy Council Representatives in Attendance

Sharron Jacob (Vice-Chair)
Enighya Campbell
Claudia Rangel Rodriguez
LaQuinta Hill
Ileanisse Guzman
Ana Llaudy

Site

Orlando Day Nursery EHS
Rising Kids Academy CCP
Coqui Academy HS/EHS
Ferguson EHS
Palm Plaza HS/EHS
Altamonte HS

4C Head Start Staff in Attendance via TEAMS

Cindy Metz
Yvette Nieves
Krystal Jones
Mayra Aristud
Alicia Deshong
Percy Snyder
Kristi Sargent
Marcia Cotton
Luis Mercado
Malarie King
Diana Rither

Position

Chief Officer of Education/HS/EHS Director
SR Human Resources Generalist
Human Resources Generalist
Family/Community Partnerships Coordinator
Education Coordinator
HS Program Manager
SR Program Manager of Comprehensive
SR Program Manager of Education/Inclusion
Accountant Assistant
SR Inclusion Specialist
HS Program Assistant

The meeting was called to order at 10:19 a.m. Sharron Jacobs, Policy Council Vice-Chair, confirmed that a quorum had been established.

July-Agenda

Sharron Jacobs, Policy Council Vice-Chair, presented the July Agenda; there were no questions. Enighya Campbell approved the motion, and LaQuinda seconded it. Motion carried.

June-Minutes

Sharron Jacobs, Policy Council Vice-Chair, presented the June minutes for approval; there were no questions. LaQuinda approved the motion, and Enighya Campbell seconded it. Motion carried.

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

Krystal Jones, Human Resources Generalist, submitted the July 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. Claudia Rangel approved the motion, and Enighya Campbell seconded it. There were no questions. Motion carried.

HS/EHS COGNIA Accreditation Update

Alicia Marie Deshong, Education Coordinator, announced that COGNIA has awarded accreditation to 4C Head Start and Early Head Start. This recognition reflects our ongoing commitment to excellence in early childhood education and our dedication to providing high-quality services that support the growth and development of children and families in our community.

HS/EHS/CCP/EXP 2025-26 School Readiness Agreement

Marcia Cotton, SR Program Manager of Education/Inclusion, presented the HS/EHS/CCP/EXP School Readiness Agreement for informational purposes only. The agreement emphasizes the shared commitment between Early Head Start/Head Start staff and families to support each child's development and educational success. It highlights the staff's role in providing a safe, nurturing, and developmentally appropriate learning environment, as well as the importance of respecting cultural diversity and individual needs. Parents and guardians are expected to actively participate in their child's education by ensuring regular attendance, engaging in learning activities at home, maintaining open communication with staff, and fulfilling health and volunteer requirements. No actions were required at this time.

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

Luis Mercado, Accountant Assistant, presented the HS/EHS/CCP/EXP May financial statements, Credit Card Statements, and Match Statements. HS-84% of funding was spent for the year, monthly revenue was \$328,641, and YTD revenue was \$4,153,600. EHS-78% % completion of funds for the year, monthly revenue of \$388,947, and YTD revenue of \$3,948,257. CCP-73%% of the funding was spent for the year, monthly revenue was \$441,329, and YTD revenue was \$3,867,566. EXP-21% % of the budget was spent for the year, monthly revenue was \$235,538, and YTD revenue was \$654,003. Centennial Bank credit card charges \$5,521 (employee screenings), \$ 5,412 (travel for employees), and \$2,042 (monthly subscriptions). Citgo's credit card charges \$373.00 (gasoline), Home Depot's credit card charges \$619.00 (repairs and maintenance), and Walmart's credit card charges \$1,364.00 (health and nutrition supplies) for a total of \$15,330. Claudia Rangel approved the motion, and Enighya Campbell seconded it. There were no questions. Motion carried.

4C HS/EHS/CCP/EXP 2024 Annual Audit Report

Luis Mercado, Accountant Assistant, presented the HS/EHS/CCP/EXP 2024 Annual Audit Report.

Moss, Krusick & Associates, LLC completed the annual audit of the combined financial statements for Community Coordinated Care for Children, Inc. and the 4C Foundation, Inc. for the year ended December 31, 2024. The auditors issued an unmodified opinion, stating that the financial statements present fairly, in all material respects, the organization's financial position and results of operations in accordance with generally accepted accounting principles. The audit also included a review of internal controls and compliance with applicable laws and regulations, with no significant findings reported. This outcome reflects the organization's strong financial management and operational accountability.

Claudia Rangel approved the motion, and Enighya Campbell seconded it. There were no questions. Motion carried.

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

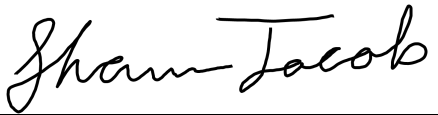
Cindy Metz presented the May Director's Report and highlighted the exceptional work of Ms. Kristi Sargent and her team for their dedication and outstanding performance. In May, the Head Start, Early Head Start, EXP, and CCP programs maintained enrollment rates of 99% or higher. The program has scheduled pre-service training for Family Partnership Advocates (FPAs) to support staff development further. Additionally, the ERSEA/Family Advocates team participated in a one-day Pryor training focused on the nine traits of a highly successful team. The session emphasized relationship-building and provided strategies for meeting families where they are, fostering connections.

Connections offering support and encouraging active participation in the program. We are committed to achieving 100% completion of vision and hearing screenings, including all necessary follow-ups. To support this goal, a collaborative plan targets sites with completion rates below 95% to improve overall results. Dental screenings are scheduled at Early Head Start and CCP sites through our dental partner, and ongoing reminders are sent to parents to emphasize the importance of dental and lead screenings. Parents are also encouraged to use patient portals to access lead test results. The nutrition team has successfully completed 100% of nutrition surveys and growth charts and is conducting hemoglobin testing for all children across programs. While completion rates for Expansion and CCP programs are currently between 60-66%, efforts continue to collect these results through parent engagement and coordination with primary care managers. Claudia Rangel approved the motion, and Enighya Campbell seconded it. There were no questions. Motion carried.

Comments:

Adjournment: The meeting adjourned at 11:09 a.m.

The following Policy Council Meeting is scheduled for Wednesday, August 20, 2025

X 

Sharron Jacobs
HS/EHS/CCP/EXP Vice-Chair