



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes-Hybrid
August 20, 2025**

Policy Council Representatives in Attendance

Allianeysha Clemente Ramos
Laura Davis
Olivia Dimanche
Dana Loaiza
Wanda Lopez
Ana Llaudy
Fayette Mauger
Monica Serrano
Carine Stinfill

Site

Altamonte HS
Lawton HS
Orlando Steam Academy EHS
Ferguson EHS
Children's Home Society
Altamonte HS
Palm Plaza HS
Palm Plaza HS
Kids Village EHS/CCP

4C Head Start Staff in Attendance via TEAMS

Cindy Metz
Cindy Casuccio
Yvette Nieves
Krystal Jones
Mayra Aristud
Alicia Deshong
Nelmireya Garcia
Crystal Thompson
Percy Snyder
Kristi Sargent
Marcia Cotton
Luis Mercado
Malarie King
Roodley Cantave

Position

Chief Officer of Education/HS/EHS Director
Director of IT and Data Services
SR Human Resources Generalist
Human Resources Generalist
Family/Community Partnerships Coordinator
Education Coordinator
HS Finance Analyst
Data Training Specialist
HS Program Manager
SR Program Manager of Comprehensive
SR Program Manager of Education/Inclusion
Accountant Assistant
SR Inclusion Specialist
Family Advocate

The meeting was called to order at 10:26 a.m. Mayra Aristud, Family & Community Partnerships Coordinator, confirmed that a quorum had been established.

August-Agenda

Mayra Aristud, Family & Community Partnerships Coordinator, presented the August Meeting Agenda. Wanda Lopez approved the motion, and Marggie Ditren seconded it. Motion carried.

July-Minutes

Mayra Aristud, Family & Community Partnerships Coordinator, presented the July Meeting Minutes. Wanda Lopez approved the motion, and Marggie Ditren seconded it.

Motion carried.

HS IM -One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families
ACF-OHS-PI-25-02; For informational Purposes Only

Cindy Metz, Chief Officer of Education/HS/Director, presented an informational memorandum regarding the Office of Head Start (OHS) has issued a Program Instruction outlining the availability of one-time supplemental funds to support nutrition services and healthy eating for Head Start children and families. This funding aims to address barriers such as limited resources that hinder programs from improving or expanding nutrition initiatives. The supplemental funds may be used for a variety of allowable activities that promote access to nutrient-dense foods, reduce intake of ultra-processed foods and added sugars, and support children's overall health, development, and learning. OHS encourages programs to consider creative and impactful uses of these funds, aligned with Head Start's mission and regulatory guidelines.

HS/EHS/CCP/EXP 2025-26 Child Incident Report/Update

Cindy Metz, Chief Officer of Education/HS/Director, shared updates regarding the Child Incident Reports for the HS, EHS, CCP, and EXP programs. She provided an overview of recent incidents, highlighting trends, areas of concern, and the steps being taken to ensure child safety and well-being. Two incidents were reported in which the organization and management team took immediate action, leading the response and referring both cases to the Department of Children and Families for further review. These actions reflect our continued commitment to transparency, accountability, and putting the safety and well-being of children as our top priority. Cindy Metz informed the Policy Council members that the Child Incident Report will be undergoing updates, which will be presented to them for their review and approval. She emphasized the importance of keeping the reporting process current and aligned with best practices to ensure the continued safety and protection of all children in the HS, EHS, CCP, and EXP programs.

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

Cindy Metz presented the June Director's Report, which stated that the Head Start Preschool program is currently on summer break, while the EHS, EXP, and CCP programs have all met their enrollment goals. Family Advocates (FAs) continue to fill vacancies promptly and are also supporting several pregnant mothers. To better serve children in need, 16 pregnant women slots from the EXP program were converted to classroom slots, leading to the opening of two new classes at Orlando Day Nursery and Orlando Steam. As the new program year begins, FAs will prioritize maintaining enrollment and improving child attendance, working closely with the Education team and teachers to ensure parents understand the critical role attendance plays in school readiness. We're proud to announce that we have officially received COGNIA Accreditation! This recognition reflects our commitment to excellence, continuous improvement, and delivering high-quality education and services to the children and families we serve. Congratulations to our entire team on this incredible achievement. Additionally, the HS, EHS, EXP, and CCP programs maintained 99% or higher enrollment in April, demonstrating our team's dedication to consistent engagement and service delivery. The ERSEA/FA team also participated in a one-day Pryor training focused on the 9 traits of a highly successful team. The training emphasized the importance of building strong relationships with families, meeting them "where they are," and providing support and encouragement to increase their involvement and connection to the program.

Parents are also encouraged to use patient portals to access lead test results. Carine Stinfil approved the motion, and Laura Lewis seconded it. There were no questions. Motion carried.

HS/EHS/CCP/EXP-June 2025 Financial, Credit Card, and Match Statements

Luis Mercado, Accountant Assistant, presented the HS/EHS/CCP/EXP June financial statements, Credit Card Statements and Match Statements. HS-84% of funding was spent for the year, monthly revenue was \$295,600, and YTD revenue was \$4,449,200. 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-27% % of the budget was spent for the year, monthly revenue was \$199,114, and YTD revenue was \$853,116. Centennial Bank credit card charges \$793 (employee screenings), \$ 9,954 (travel for employees), and \$499 (monthly subscriptions). Citgo's credit card charges \$328.00 (gasoline), Home Depot's credit card charges \$2,092.00 (repairs and maintenance), and Walmart's credit card charges \$1,797.00 (health and nutrition supplies) for a total of \$15,464. Danna Loaiza approved the motion, and Monica Serrano seconded it. There were no questions. Motion carried.

HS/EHS FY 25-26 Non-Federal Share Waiver Request

Luis Mercado, Accountant Assistant, presented the HS/EHS FY 25-26 NFS Waiver Request that the agency is submitting a formal Non-Federal Share (NFS) Waiver Request through HSES, requiring Board and Policy Council approval. The waiver is being requested due to a lack of community resources impacting the agency's ability to meet the required non-federal contribution. A narrative supporting this request includes a detailed explanation of challenges caused by a reduced number of children served following an approved Change in Scope, which impacts the generation of in-kind contributions, particularly from Home Connections activities. The agency has implemented several strategies to address this, including enhancing virtual engagement, updating in-kind procedures, and strengthening community partnerships. Additionally, the agency continues to utilize the Learning Genie platform to improve the tracking, accuracy, and generation of in-kind contributions. The waiver history shows similar requests were approved in the past two years. For the current budget year (7/1/2024–6/31/2025), the agency is requesting a waiver of \$1,366,014 from the required \$2,378,781 NFS, resulting in an adjusted NFS of \$1,012,767. Margie Ditren approved the motion, and Wanda Lopez seconded it. There were no questions. Motion carried.

EHS/CCP FY 25-26 Non-Federal Share Waiver Request

Luis Mercado, Accountant Assistant, presented the EHS/CCP FY 25-26 Non-Federal Share Waiver Request. The agency is submitting a Non-Federal Share Waiver Request through HSES due to a lack of community resources impacting its ability to meet the required match. The Board and Policy Council are required to approve the submission, including meeting minutes and rosters. A formal request on agency letterhead, signed by the Authorized Official, is also included. The waiver is based on a reduction in the number of children served, which decreased inkind contributions from parent-child activities (Home Connections). Despite adjustments to maximize allowable inkind contributions—including expanded use of the Learning Genie platform, virtual engagement strategies, community partnership development, and internal process improvements—the agency is unable to meet the full NFS requirement. The agency previously received waivers for fiscal years 2023-2024 and 2024-2025. For the current period (8/1/2024–7/31/2025), the total approved federal budget is \$5,051,128, with a required NFS of \$1,262,782. The agency is requesting a waiver of \$939,680, resulting in an adjusted NFS amount of \$323,102. Carine Stinfil approved the motion, and Laura Davis seconded it. There were no questions. Motion carried.

4C HS/EHS FY 25-26 Budget Revision Request

Luis Mercado, Accountant Assistant, presented that the Community Coordinated Care for Children, Inc. (4C) is submitting a FY25-26 Budget Revision for Head Start and Early Head Start (Grant #04CH012678-02) to request prior approval for the purchase of necessary playground equipment for the EHS program. Specifically, the revision includes a \$16,259 increase in the Equipment category to fund a playground shade replacement at Little Acorns Child Care, ensuring child safety and protection from environmental elements. To accommodate this increase, the budget reflects a \$15,055 reduction in the Advertising category and a \$1,204 reduction in Indirect costs, due to reclassification of expenses not eligible for indirect charges. Danna Loaiza approved the motion, and Monica Serrano seconded it. There were no questions. Motion carried.

HS/EHS Policy Council By-Laws (Revision) Article 5: Section V-5.5.1A-Page 7

Mayra Aristud, Family & Community Partnership Coordinator, presented an update to the approved Policy Council Bylaws originally adopted on 10/18/2024 and revised for the 2025–26 school year. The revisions primarily addressed language changes related to the reduction in Policy Council slots. Specifically, in Article 5 Section V 5.5.1-Quorum & Voting, the wording was updated to accurately reflect that a simple majority (51%) of currently seated Policy Council members constitutes a quorum, which is now five (5) members. The previous version mistakenly referenced seven members, and this inconsistency has been corrected. All necessary changes were made, and the bylaws have been officially updated to reflect the current structure and ensure clarity moving forward. Monica Serrano approved the motion, and Margie Ditren seconded it. There were no questions. Motion carried.

2025-26 Introduction to Learning Genie Launching Learning Genie Training for Informational Purposes Only

Crystal Thompson, Data Training Specialist, and Cindy Casuccio, Director of IT and Data Services, presented that the organization is launching the Learning Genie app as a new tool to support parent training and engagement. During the meeting, Ms. Casuccio formally introduced Ms. Thompson in her new role, commending her leadership in spearheading the implementation of this initiative. Ms. Thompson shared several recent enhancements made to the app aimed at improving accessibility and usability for parents, ultimately making the learning and training process more convenient and effective. As part of the rollout plan, Ms. Thompson presented a monthly calendar of her scheduled site visits, where she will offer in-person training sessions for both parents and teachers. She also announced the launch of weekly virtual meetings, allowing parents to ask questions and receive ongoing support regarding the use of Learning Genie. She highlighted that the increased use of this tool will benefit both families and the organization by boosting in-kind hours and improving data tracking for parent engagement.

Comments:

Ms. Laura Davis, Policy Council representative and parent at Lawton Head Start in Seminole County, attended the meeting and shared concerns regarding the current parking situation at the center. Speaking on behalf of herself and other parents, Ms. Davis noted that the limited parking space creates significant challenges during morning drop-off and afternoon pick-up times. She suggested that the center consider reaching out to local authorities responsible for roadway and parking management to explore possible solutions to improve traffic flow and safety. The management team acknowledged Ms. Davis's concerns and suggestions. Ms. Marcia Cotton, Education and Inclusion Manager, thanked Ms. Davis for bringing the issue forward and assured her that it would be taken seriously. Ms. Cotton stated she would consult with the Quality Assurance and Facilities teams and follow up with the site once potential solutions

have been explored. Ms. Cindy Metz, HS/EHS Director, also expressed appreciation for the feedback and reiterated the organization's commitment to maintaining a safe and accessible environment for all families.

Adjournment: The meeting was adjourned at 11:42 a.m.

X

A handwritten signature in cursive script, reading "A. Llaudy", positioned above a horizontal line.

Ana Llaudy
HS EHS CCP EXP Policy Council Secretary