



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
September 17, 2025**



Policy Council Representatives in Attendance

Allianeysha Clemente Ramos
Laura Davis
Margie Dittren
Olivia Dimanche
Wanda Lopez
Lucien Mailey
Enyghya Campbell
Rene Miadele
Quanisha Morris-Webb
Jeymi Olivera
Ana Llaudy
Jesenia Rivera
Ashley Miranda Rodriguez
Breonia Williams

Site

Altamonte -HS
Lawton-HS
Little Angel Learning Place-EHS/CCP
Orlando Steam -EHS/CCP
Children's Home Society
Ferguson-EXP-NPE
Rising Kids Academy EHS-CCP
Kids Village-EHS/CCP
Ferguson EXP/NPE
Dreaming Big HS
Altamonte HS
Altamonte HS
Palm Plaza HS
Palm Plaza HS

4C Head Start Staff in Attendance via TEAMS

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

Position

Education Coordinator
Chief Officer of Education/HS/Director
Data Training Specialist
SR. Purchasing Coordinator
SR Program Manager/Comprehensive
Human Resources Generalist
Accountant Assistant
SR. Inclusion Specialist
SR Manager of Education/Inclusion
Family/Community Coordinator
HS Finance Analyst
HS Program Manager
Family Advocate

The meeting was called to order at 10:44 a.m. Mayra Aristud, Family & Community Partnerships Coordinator, confirmed that a quorum had been established.

September-Agenda

Mayra Aristud, Family & Community Partnerships Coordinator, presented the September Meeting Agenda. Enyghya Campbell approved the motion, and Margie Dittren seconded it. Motion carried.

August 2025-Minutes

Mayra Aristud, Family & Community Partnerships Coordinator, presented the August Meeting Minutes. Laura Davis approved the motion, and Margie Ditren seconded it. Motion carried.

Introduction and Election of 2025-26 Policy Council Representatives

Mayra Aristud, Family & Community Partnership Coordinator, presented the newly elected Policy Council Representatives. The Policy Council welcomed and introduced the new representatives for the 2025–2026 program year. The newly appointed Policy Council members representing each center are as follows: Altamonte Head Start, Rising Kids Academy, Dreaming Big Academy, Palm Plaza EHS-HS, Lake Mary Bilingual, Lawton Head Start, Golden Bear, and Ferguson EHS-NPE. Each representative briefly introduced themselves, shared their experience with the Head Start program, and expressed their commitment to actively participating in Policy Council meetings to support program goals and family engagement initiatives. Enighya Campbell approved the motion, and Margie Ditren seconded it. Motion carried.

Policies and Procedures of the Use of Ignite by Hatch Computers in EHS Classrooms, For the Use of Smart Board in Pre-school/ Classrooms

Marcia Cotton, HS/EHS, Senior Program Manager of Education & Inclusion, presented and discussed the 4C Early Head Start policy regarding the use of Ignite by Hatch computers, the use of smart boards, and the updated policies of Education for Camera Monitoring in EHS/HS Classrooms. The policy ensures that technology is used in a developmentally appropriate, intentional, and safe manner, aligned with Head Start Program Performance Standards. Key points include: no screen access for children under age two, limited and supervised use for children 24 months and older, strict daily time limits, Hatch-approved content only, active staff engagement during use, and secure device maintenance. Non-compliance may result in the removal of computer privileges and/or staff disciplinary action. Enighya Campbell approved the motion, and Margie Ditren seconded it.

Policy Council Bylaws Updates on Pages 2, 3, 6, 7, and 10

Policy Council Composition and Election of Community Representatives, the remaining members of the Policy Council (“Community Representatives”) shall include one representative from the Board of Directors and at least four additional community members—one from each county served, with the possibility of one additional member if needed. Community Representatives may include individuals from local businesses, public or private community organizations, civic and professional groups, and those familiar with resources and services for low-income children and families, including parents of formerly enrolled children, not to exceed 49% of the Policy Council. At the first Policy Council meeting in September, newly seated Parent Representatives will elect the Community Representatives, who will officially take their seats at the subsequent Policy Council meeting. Enighya Campbell approved the motion, and Margie Ditren seconded it.

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

Luis Mercado, Accountant Assistant, presented the HS/EHS/CCP/EXP July financial statements, Credit Card Statements, and Match Statements. HS-6% of funding was spent for the year, monthly revenue was \$282,209, and YTD revenue was \$282,209. EHS-8% % completion of funds for the year, monthly revenue of \$383,698, and YTD revenue of \$383,698. CCP-89%% of the funding was spent for the year, monthly revenue was \$458,233, and YTD revenue was \$4,762,618. EXP-36% % of the budget was spent for the year, monthly revenue was \$266,178, and YTD revenue was \$1,129,701. Centennial Bank credit card charges \$556.00 (employee screenings), \$ 15,651 (travel for employees), and \$4,229 (monthly subscriptions). Citgo's credit card charges \$330.00 (gasoline), Home Depot's

credit card charges \$1,133.00 (repairs and maintenance), and Walmart's credit card charges \$4,226.00 (health and nutrition supplies). Enighya Campbell approved the motion, and Laura Davis seconded it. There were no questions. Motion carried.

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

Cindy Metz, HS/EHS Director, presented the July Director's Report, which highlighted that the Head Start Preschool Program has met full enrollment. During this period, the Community Outreach team participated in 16 events, including the NCF Back-to-School Bash and other back-to-school events in Seminole and Osceola Counties, to promote our Early Head Start and Pregnant Moms Programs. We are also proud to announce that our program has officially received COGNIA Accreditation! This prestigious recognition reflects our ongoing commitment to excellence, continuous improvement, and providing high-quality education and services to children and families in our community. Breonia Williams approved the motion, and Jeymi Olivera seconded it. There were no questions. Motion carried.

Comments:

Adjournment: The meeting was adjourned at 11:40 a.m.

A handwritten signature in cursive script that reads "A. Llaudy".

Ana Llaudy
EHS/HS/CCP/EXP Policy Council Secretary