



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
October 15, 2025**



Policy Council Representatives in Attendance

Allianeysha Clemente Ramos
Laura Davis
Margie Dittren
Olivia Dimanche
Danna Loaiza
Breonna Williams
Quaneisha Morris-Webb
Thaynasha Sierra
Crystal Williams
Enyghya Campbell
Jeymi Olivera
Ana Llaudy
Jesenia Rivera
Ashley Miranda Rodriguez
Breonia Williams
Imalay Ramirez
Kianna Watson
Wanda Lopez
Ulysses Robinson

Site

Altamonte -HS
Lawton-HS
Little Angel Learning Place-EHS/CCP
Orlando Steam -EHS/CCP
Palm Plaza HS/EHS
Palm Plaza HS-EHS
Ferguson EXP/NPE
Ferguson EXP/NPE
Altamonte HS
Rising Kids Academy- HS/EHS
Dreaming Big HS
Altamonte HS
Altamonte HS
Palm Plaza HS
Palm Plaza HS
Golden Bear Academy HS
Little Acorns EHS
Children's Home Society-CP
Former HS Grandparent/4C -CP

4C Head Start Staff in Attendance via TEAMS

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

Position

Education Coordinator
Chief Officer of Education/HS/Director
SR Program Manager of Quality Assurance
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
Family Advocate

The meeting was called to order at 10:15 a.m. Mayra Aristud, Family & Community Partnerships Coordinator, confirmed that a quorum had been established.

October-Agenda

Mayra Aristud, Family & Community Partnerships Coordinator, presented the October Meeting Agenda.

Breonnia Williams approved the motion, and Margie Dittren seconded it.
Motion carried.

September 2025-Minutes

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

OHS Informational Memorandum: Addressing Vacant Slots Due To Chronic Absenteeism

Kristi Sargent, SR Program Manager/Comprehensive Services, presented the HS Information Memorandum for informational purposes only, explaining that it provides guidance for Head Start programs on managing vacant slots due to chronic absenteeism. When an enrolled child stops attending for an extended period, it creates a missed opportunity both for the child and for eligible children waiting for services. Programs should work with families to reinstate attendance or fill the slot to maximize access. Reserved slots for children experiencing homelessness or in foster care can be held for up to 30 days; if unfilled after that period, they must be filled from the program's waiting list. Programs are required to monitor attendance, identify children at risk of missing 10% of program days, and make efforts to re-engage families through direct contact or home visits, documenting all attempts. Proper management of vacant slots supports full enrollment, regular attendance, and enhanced participation for children and families.

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

Krystal Jones, SR Human Resources Generalist, submitted the October 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. Marggie Dittren approved the motion, and Quaneisha Webb-Morris seconded it. There were no questions.
Motion carried.

2025-26 Introduction to New Policy Council Representatives Community Representative Election of New Officers

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, representing Midway HS, Ferguson EHS–NPE, and Little Acorns Academy, and the Community partners Ms. Wanda Lopez from CHS, and Ulysses Robinson, Former HS/EHS Grandparent Board Member. 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. Ms. Aristud asked for nominations for Policy Council Officer positions; however, no election was held at this time, as parents requested additional time to consider the available roles. She will schedule a separate meeting with interested candidates to conduct the officer elections in the following week. The motion to approve the representatives was made by Breonnia Williams and seconded by Margie Dittren, and the motion carried.

HS/EHS/CCP/EXP – August 2025 Financial Statements Credit Card Statements-Match Statements

Nelmireya Garcia, Account Assistant, presented the HS/EHS/CCP/EXP August financial statements, Credit Card

Statements, and Match Statements. HS-14% of funding was spent for the year, monthly revenue was \$431,581, and YTD revenue was \$713,710. EHS-15% % completion of funds for the year, monthly revenue of \$373,633, and YTD revenue of \$757,331. CCP-7%% of the funding was spent for the year, monthly revenue was \$366,253, and YTD revenue was \$366,253. EXP-43% % of the budget was spent for the year, monthly revenue was \$238,419, and YTD revenue was \$1,368,119. Centennial Bank credit card charges \$3,277.00 (employee screenings), \$180 (travel for employees), and \$6,387.00 (monthly subscriptions). Citgo's credit card charges \$658.00 (gasoline), Home Depot's credit card charges \$6,307.00 (repairs and maintenance), and Walmart's credit card charges \$6,656.00 (health and nutrition supplies). Thaynasha Sierra approved the motion, and Quaneisha Webb-Morris seconded it. There were no questions. Motion carried.

4C HS/EHS/CCP/EXP FY 24-25 Annual Budget Amendment

Nelmireya Garcia & Luis Mercado, Accountant Assistants, presented the 24-25 Annual Budget Amendments. are utilized to make adjustments to the approved Fiscal Year (FY) Budgets within each class object category. These amendments ensure that funds are properly allocated to meet program needs while maintaining compliance with the Office of Head Start (OHS) regulations. The process allows for the reallocation of funds between allowable accounts and categories within a grant, without exceeding or violating the specific limits and restrictions established by OHS. In essence, Budget Amendments provide flexibility to align expenditures with program priorities and operational requirements, while upholding fiscal accountability and regulatory standards. Thaynasha Sierra approved the motion, and Quaneisha Webb-Morris seconded it. There were no questions. Motion carried.

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

Cindy Metz, HS/EHS Director, presented the August Director's Report, highlighting that the Head Start Preschool Program continues to maintain full enrollment. During this period, the Community Outreach team participated in six events to promote and recruit families for our Early Head Start and Pregnant Moms Programs. We remain steadfast in our commitment to achieving 100% compliance for physical exams and Well Baby Checks (WBC) screenings. Our team will continue proactive outreach to families, emphasizing the critical importance of lead testing at both 12 and 24 months of age. Recognizing the significance of these health benchmarks, staff have also been reminded of the importance of completing the 45-day screenings. Vision and hearing assessments will continue to be conducted to ensure comprehensive evaluations for all children. Beginning in September, our community dental partner will launch oral health screenings to further support the overall health and well-being of the children in our program. Breonnia Williams approved the motion, and KiAnna Watson seconded it. There were no questions, and the motion carried.

Comments: There were no comments.

Adjournment: The meeting adjourned at 11:19 A.M.



Quaneisha Morris-Webb
HS/EHS/CCP/EXP Policy Council Chair