



Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
November 12, 2025



Policy Council Representatives in Attendance

Laura Davis
Margie Dittren
Quaneisha Morris-Webb
Ki'Anna Watson
Wanda Lopez
Tabatha Greene

Site

Lawton-HS
Little Angel Learning Place-EHS/CCP
Ferguson EXP/NPE
Little Acorns EHS
Children's Home Society-CP
Healthy Families/Orange-Osceola

4C Head Start Staff in Attendance via TEAMS

Cindy Metz
Yvette Nieves
Percy Snyder
Emily Hurst
Mireille Eximond- Parrot
Kristi Sargent
Krystal Jones
Luis Mercado
Malarie King
Marcia Cotton
Mayra Aristud
Alicia Deshong
Nelmireya Garcia
Bridget Jones

Position

Chief Officer of Education/HS/Director
Sr Human Resources Generalist
HS Program Manager
SR Program Manager of Quality Assurance
Human Resources Director
SR Program Manager/Comprehensive
Human Resources Generalist
Accountant Assistant
SR. Inclusion Specialist
SR Manager of Education/Inclusion
Family/Community Coordinator
Education Coordinator
HS Finance Analyst
Seminole Site Supervisor

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

November 2025 Agenda

Quaneisha Morris-Webb, EHS/HS/CCP/EXP Policy Council Chairperson, presented the November Meeting Agenda. Tabatha Greene approved the motion, and Margie Dittren seconded it.
Motion carried.

October 2025-Minutes

Quaneisha Morris-Webb, EHS/HS/CCP/EXP Policy Council Chairperson, presented the October Meeting Minutes. Tabatha Greene approved the motion, and Margie Dittren seconded it.
Motion carried.

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

Krystal Jones, SR Human Resources Generalist, submitted the November HR Report, which reported the organization's separations and new hires. Ms. Jones shared the separations during the month, and new staff



Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
November 12, 2025



members have been hired for the programs. Marggie Ditrean approved the motion, and Quaneisha Webb-Morris seconded it. There were no questions.

Motion carried.

2026-27 EHS/EXP Training & Technical Assistance Plan

Percy Snyder, Education Manager, presented a review of the 2025-26 TTA Plan, the plan focuses on strengthening family engagement, improving staff training, and ensuring compliance with Head Start/Early Head Start requirements. Key goals include enhancing Family Advocate training, increasing parent involvement, and supporting full enrollment through improved recruitment and monitoring. These efforts align with the program's broader improvement goals for the upcoming year. Tabatha Greene approved the motion, and Margie Dittren seconded it.

Motion carried.

Updated 4C Employee Personnel Policy Handbook

Mireille Eximond-Parrot, Human Resources Director, presented that the 4C Employee Personnel Policy Handbook has been updated across multiple sections to ensure alignment with current laws, best practices, and agency needs. Key revisions include updated employment-at-will language (Page 8); program and terminology updates in Our History, Work Philosophy, and Objectives (Page 9); removal of outdated terms in the Salary Administration Program (Page 22); updated job abandonment, reduction-in-workforce, and agency property return language (Page 25); removal of outdated payroll deduction options (Page 30); clarified business-casual dress code standards (Page 33); revised mobile/cellular phone policy requirements (Page 36); updated procedures related to document and property removal (Page 43); changes to the Safe Driving Policy (Page 46); and updated misconduct rules, including removed items and clarified definitions (Page 71). These updates reflect current practice, compliance needs, and operational expectations. Tabatha Greene approved the motion, and KI'Anna Watson seconded it.

Motion carried.

HS/EHS 2025 Family Plan of Action Form: SMART Parent Goal Bank

Kristi Sargent, Senior Program Manager of Comprehensive Manager, presented the Family Plan of Action form. She explained that the families worked with their Family Advocates to establish individualized SMART goals across all PFCE outcome areas, including family well-being, mobility, financial security, employment, food and nutrition, positive parent-child relationships, education, family engagement, community connections, and advocacy. Goals focused on improving housing stability, home safety, health and mental wellness, substance-use prevention, transportation, budgeting, job readiness, and nutrition practices. Additional objectives supported nurturing parent-child interactions, strengthening parenting skills, promoting learning at home, supporting school readiness, encouraging use of the home language, and advancing adult education. Families also set goals to participate in transition activities, engage in community or Head Start events, and explore leadership opportunities such as Policy Council involvement.

Tabatha Greene approved the motion, and Margie Dittren seconded it.

Motion carried.

HS/EHS/CCP/EXP ERSEA Current Language in the ERSEA Policy: Proposed Revision

Kristi Sargent, Senior Program Manager of Comprehensive Manager, presented a proposed revision to the ERSEA Policy. The current policy states that if a child is absent for two consecutive days and no direct contact is made by



Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
November 12, 2025



9:00 a.m., the Family Advocate must conduct a home visit. The proposed revision clarifies that the home visit would occur if the child is absent for two consecutive days *and* no direct contact is made by 9:00 a.m. on the third day. Tabatha Greene approved the motion, and Margie Dittren seconded it.
Motion carried.

HS/EHS 2025-Self-Assessment/2024-25 Annual Report

Emily Brown, Senior Program Manager of Quality Assurance & Facilities, presented that Community Coordinated Care for Children, Inc. (4C) completed its 2024–2025 Self-Assessment for the Head Start and Early Head Start programs, identifying key strengths, challenges, and priorities for improvement. The review highlighted strong performance in leadership stability, full enrollment, family engagement, instructional quality, child health, and facility enhancements. Areas needing attention include expanded professional development, transportation barriers affecting attendance, challenges with in-kind match, increased teacher coaching, improved health documentation, and strengthened interdepartmental communication. The program made solid progress on its strategic goals related to instructional quality, health services, enrollment, and work culture. Recommendations such as updating job descriptions, improving communication systems, enhancing workforce development, and strengthening fiscal processes will guide the 2025–2026 Program Improvement Plan and align with the long-term 2024–2029 Strategic Plan. Tabatha Greene approved the motion, and Margie Dittren seconded it.
Motion carried.

HS/EHS/CCP/EXP – September 2025 Financial Statements

& Credit Card Statements-Match Statement

Nelmireya Garcia, Account Assistant, presented the HS/EHS/CCP/EXP August financial statements, Credit Card Statements, and Match Statements. HS-23% of funding was spent for the year, monthly revenue was \$438,898, and YTD revenue was \$1,143,688. EHS-22% % completion of funds for the year, monthly revenue of \$408,160, and YTD revenue of \$1,165,491. CCP-15% of the funding was spent for the year, monthly revenue was \$401,477, and YTD revenue was \$767,730. EXP-51% % of the budget was spent for the year, monthly revenue was \$248,612, and YTD revenue was \$1,616,731. Centennial Bank charges \$ 6,395.00 (employee screenings), \$180 (travel for employees), and \$ 11,818.00 (monthly subscriptions). Citgo's credit card charges \$397.00 (gasoline), Home Depot's credit card charges \$6,100.00 (repairs and maintenance), and Walmart's credit card charges \$6,656.00 (health and nutrition supplies). Tabatha Green approved the motion, and Wanda Lopez seconded it. There were no questions. Motion carried.

HS/EHS Finance Updated P & P: Executive Summary: Procurement & Travel Change Finance

Cindy Metz, Chief Officer of Education/HS/Director, and Luis Mercado, Finance -Accountant Assistance, presented the Finance and Accounting Policies and Procedures have been updated to revise procurement tiers, adjusting the required documentation for each tier to streamline low-value purchases and better align with Federal Acquisition Thresholds, while approval levels remain unchanged. Travel policies were also updated: meal reimbursements will follow GSA per diem rates, and mileage reimbursements will follow the IRS Standard Federal Mileage Rate, with travelers responsible for researching and accurately recording the applicable rates on their expense reports. Tabatha Greene approved the motion, and Laura Davis seconded it.
Motion carried.



Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
November 12, 2025



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

Cindy Metz, Chief Officer of Education and HS/Director, shared the program is meeting expectations in enrollment, attendance, and family engagement, maintaining strong participation across all areas. Enrollment is above required levels, attendance consistently meets the 85% benchmark, and most families have completed key assessments and partnerships. The Education Team continues to support classrooms through targeted training and coaching to improve instructional practices. Safety protocols are also being followed, as shown by the successful fire drill conducted in 2025. Tabatha Greene approved the motion, and Margie Ditren seconded it.
Motion carried.

EXP FY 26-27 Continuation Application Executive

EXP FY 26-27 Continuation Application Budget Justification

Luis Mercado, Finance Assistance and Cindy Metz, Chief Officer of Education and HS/Director, presented the FY 26–27 Expansion Program Continuation Application highlights continued services in Orange County with the same number of slots, the same instructional calendar, and an increased staffing plan to support program needs. The budget was developed through a comprehensive review of trends and program requirements and includes the necessary infrastructure, staffing, and resources to maintain high-quality services for children and families. The budget justification reflects the alignment of federal and non-federal resources to support personnel, operations, and program quality, including a full match supported through local cash contributions and in-kind support such as volunteer time. Narrative updates incorporate recent federal guidance emphasizing mental health, nutrition, and strategies to address absenteeism, while maintaining the approved service delivery model and requesting alignment of grant cycle dates for operational efficiency. New program goals were also developed based on Self-Assessment findings to address current program needs.
Tabatha Greene approved the motion, and Wanda Lopez seconded it.
Motion carried.

Comments: Ms. Ki'Anna Watson, Policy council representative for Little Acorns, requested information about an additional local diaper bank resources, and the FCP Coordinator and Family Advocate will work together to locate resources. A reminder was also shared about the rise in hand-foot-and-mouth cases and the importance of keeping sick children home. The Health Services Representative, and Education Manager, Marcia Cotton will send an email to all parents reinforcing illness and exclusion policies.

Adjournment: The meeting adjourned at 12:31 PM



Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
November 12, 2025



X *Quaneisha Morris-Webb*

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