



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



Policy Council Representatives in Attendance

Rebecca Allgood
Margie Dittren
Ki'Anna Watson
Brianna Williams
Enighya Campbell

Site

Lake Mary Bilingual HS-EHS
Little Angel Learning Place-EHS/CCP
Little Acorns EHS
Apopka Child Academy HS-EHS
Rising Kids Academy

4C Head Start Staff in Attendance

Cindy Metz
Yvette Nieves
Kelly Nuzum
Percy Snyder
Kristi Sargent
Krystal Jones
Luis Mercado
Malarie King
Marcia Cotton
Mayra Aristud
Alicia Deshong
Bridget Jones
Sandra Vaughn
Roodley Cantave
Lawrence Brown

Position

Chief Officer of Education/HS/Director
Sr Human Resources Generalist
Accounting & Finance Supervisor
HS Program Manager
SR Program Manager/Comprehensive
Human Resources Generalist
Accountant Assistant
SR. Inclusion Specialist
SR Manager of Education/Inclusion
Family/Community Coordinator
Education Coordinator
Seminole Site Supervisor
Osceola Site Supervisor
Family Advocate
Family Advocate

The meeting was called to order at 10:27 a.m. Mayra Aristud, Family & Community Partnerships Coordinator, confirmed that a quorum had been established.

December 2025 Agenda

Mayra Aristud, EHS/HS/CCP/EXP FCP Coordinator, presented the December Meeting Agenda.
Rebecca Allgood approved the motion, and Margie Dittren seconded it.
Motion carried.

November 2025-Minutes

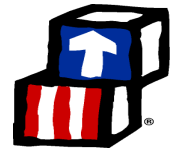
Mayra Aristud, FCP Coordinator, presented the November Meeting Minutes.
Rebecca Allgood approved the motion, and Margie Dittren seconded it.
Motion carried.

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 the new staff.
Rebecca Allgood approved the motion, and Brianna Williams seconded it. There were no questions.
Motion carried.



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

& Credit Card Statements-Match Statement

Luis Mercado, Account Assistant, presented the HS/EHS/CCP/EXP October financial statements, Credit Card Statements, and Match Statements. HS-32% of funding was spent for the year, monthly revenue was \$469,570, and YTD revenue was \$1,617,570. EHS-31% % completion of funds for the year, monthly revenue of \$409,444, and YTD revenue of \$1,574,935. CCP-23% of the funding was spent for the year, monthly revenue was \$431,098, and YTD revenue was \$1,198,828. EXP-59% % of the budget was spent for the year, monthly revenue was \$254,908, and YTD revenue was \$1,871,640. Centennial Bank charges \$ 3,299.00 (employee screenings), \$255 (travel for employees), and \$ 14,225.00 (monthly subscriptions). Citgo's credit card charges \$602.00 (gasoline), Home Depot's credit card charges \$3,615.00 (repairs and maintenance), and Walmart's credit card charges \$5,205.00 (health and nutrition supplies). Brianna Williams approved the motion, and Marggie Ditre seconded it. There were no questions. Motion carried.

2025 Supervision Plan for High School Volunteers (Bright Futures) P & P Forms

Mayra Aristud, Family & Community Partnership Coordinator, and Cindy Metz, HS/EHS Director, presented the new supervision plan designed to safely integrate high-school seniors volunteering through Bright Futures and similar programs. The plan ensures that volunteers serve fewer than 10 hours per month, are never left alone with children, and remain in the line of sight and hearing of fully screened staff at all times, in compliance with DCF Rule 65C-22.003(5)(c) and OHS 45 CFR §1302.90(b). Volunteers are not counted in ratios, do not require background checks due to limited hours and full supervision, and are restricted from toileting, discipline, confidential information, lifting or carrying children, escorting children, medication, transportation, documentation, or any unsupervised interaction. The system is supported by four forms: Supervision Plan for High-School Volunteers, High-School Volunteer Acknowledgement Form, Volunteer Log Form, and Parent Notification & Consent Form, and requires a brief orientation, signed acknowledgment, and documented volunteer log for each visit. This initiative supports classroom engagement, strengthens partnerships with local high schools, and has been approved by Cindy Metz, HS/EHS Director. Rebecca Allgood approved the motion, and Margie Dittren seconded it. Motion carried.

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

Cindy Metz, Chief Officer of Education and HS/Director, shared that 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. Enighya Campbell approved the motion, and Breonna Williams seconded it. Motion carried.

Incident Report-Informational Purposes Only

Marcia Cotton, Education & Inclusion Manager, presented an Incident Report noting two recent child-related incidents. In one case, a child sustained a lip injury, and in the other, a child experienced a leg fracture. Marcia confirmed that staff followed all required procedures, including timely notification to DCF; however, DCF did not accept either case for further review. All parents and teachers were appropriately informed, and both children are reported to be doing well.



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Male Engagement Event – Connecting with your child through Traditions

Cindy Metz, HS/EHS Director, and Percy Snyder, Health Services Manager, delivered the December Male Engagement PowerPoint presentation on behalf of the Family & Community Partnership Coordinator, who was out on approved leave. Parents in attendance were invited to participate, and the presentation was also shared with Family Advocates and distributed through Learning Genie to ensure that all families had equitable access. The presentation encouraged families to explore and discuss their cultural traditions at home, within their centers, and throughout the community, highlighting how longstanding traditions strengthen family identity, connection, and engagement across generations. Enighya Campbell approved the motion, and Breonna Williams seconded it. Motion carried.

Comments:

Adjournment: The meeting adjourned at 11:05 a.m.

The next Policy Council Meeting is scheduled for January 21, 2026

X *Rebecca Allgood*

Rebecca Allgood

HS EHS CCP EXP Policy Council Vice-Chair