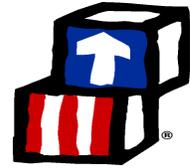




**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP  
Policy Council Executive Meeting by Email Minutes  
January 21, 2026**



**Policy Council Representatives in Attendance**

Marggie Ditren  
Breonna Williams  
Wanda Lopez  
Tabatha Green  
Ki'Anna Watson  
Enyghya Campbell  
Alexis Miller

**Site**

Little Angels Academy CCP  
Palm Plaza EHS/HS  
Children's Home Society  
Healthy Families Orlando/Osceola  
Little Acorns CCP  
Rising Kids Academy  
Midway HS

**4C Head Start Staff in Attendance**

Cindy Metz  
Mayra Aristud  
Alicia Deshong  
Kristi Sargent  
Emily Brown  
Luisana Gonzalez  
Sandra Vaughn  
Luis Mercado  
Malarie King  
Wilbert Reeves

**Position**

HS/EHS Chief Officer of Education/HS/EHS Director  
HS/EHS Family/Community Partnership Coordinator  
HS/EHS Education Coordinator  
SR Program Manager Comprehensive Services  
HS/EHS Senior Program Manager of QA & Facilities  
HS/EHS QA Internal Monitoring Specialist  
HS/EHS Osceola Site Supervisor  
HS/EHS Accounting Assistance  
HS/EHS SR Inclusion Specialist  
HS/EHS SR Health & Nutrition Specialist

The Executive meeting was called to order by email on Wednesday, January 21, 2025, at 2:41 p.m.

An executive meeting was conducted by email to review and approve program items requiring Policy Council action. The meeting was initiated by Mayra Aristud Torres, Family and Community Partnership Coordinator, on behalf of Cindy Metz, Chief Officer of Education and Head Start/Early Head Start Director, and Kristi Sargent, Senior Program Manager of Comprehensive Services.

The email request for approval was sent to Policy Council members on January 21, 2026, and all required approvals were received by January 22, 2026, confirming quorum in accordance with Policy Council Bylaws.

During this email meeting, Policy Council members reviewed and approved updates to the 4C HS/EHS/CCP Policy and Procedures related to Child Health Status and Care, in alignment with Head Start Performance Standard 1302.42. The revisions, located on pages 3 and 4, clarify and strengthen program guidance regarding accident and incident reporting, including the definition of an accident, required reporting procedures, medical attention protocols, and mandatory reporting to the Department of Children and Families (DCF) when applicable. These updates ensure timely documentation, appropriate follow-up, and compliance with federal, state, and program health and safety requirements.

Items Approved by Email :

1. January Policy Council Agenda
2. December Policy Council Meeting Minutes
3. January 2026 Hiring and Termination Report
4. HS/EHS Updates to Child Health Status & Care P&P 1302.42
5. November Financial Statements, Match Report, and Credit Card Statements
6. Parent Tuition Reimbursement Request (up to \$500.00 maximum)
7. November Director's Report

All approvals were documented and recorded in accordance with Policy Council governance requirements and Head Start Performance Standards.

Ms. Aristud has obtained the necessary approvals on behalf of Cindy Metz. By the end of the day on January 23, 2026, seven executive members confirmed their approval via email.

X

Rebecca Allgood

HS/EHS/CCP/EXP Policy Council Vice-Chair