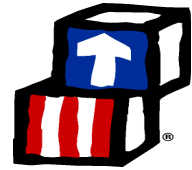




Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Meeting Minutes
March 11, 2026



Policy Council Representatives in Attendance

Rebecca Allgood
Rebecca Daniels
Michelle McPalm
Ana Llaudy
Laura Davis

Site

Lake Mary Bilingual EHS-HS
Palm Plaza EHS=HS
Teddy Bear EHS-CCP
Altamonte HS
Lawton HS

4C Head Start Staff in Attendance

Cindy Metz
Yvette Nieves
Kelly Nuzum
Percy Snyder
Kristi Sargent
Wilbert Reeves,
Krystal Jones
Luis Mercado
Heather Hack
Malarie King
Marcia Cotton
Mayra Aristud
Alicia Deshong
Roodley Cantave
Bridget Jones
Sandra Vaugh
Josie Cornelius
Dalene Mathieu

Position

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

The meeting was called to order at 10:12 a.m. Mayra Aristud, Family & Community Partnerships Coordinator, confirmed that a quorum had been established.

March 2026 Meeting Agenda

Mayra Aristud, EHS/HS/CCP/EXP FCP Coordinator, presented the March Meeting Agenda.
Ana Llaudy approved the motion, and Michelle McPalm seconded it.
Motion carried.

February 2026- Executive Meeting Minutes

Mayra Aristud, FCP Coordinator, presented the February Executive Meeting Minutes.
Ana Llaudy approved the motion, and Michelle McPalm seconded it.
Motion carried.

HS/EHS/CCP/EXP HR Report –March 2026 Approval of Hiring and Separations

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

Laura Davis approved the motion, and Ana Llaudy seconded it. There were no questions.
Motion carried.

EHS-EXP FY 26-26 Non-Federal Share Waiver (5-month period) 95%

All Program FY 26-27 Continuation Application Executive Summary

HS EHS FY 26-27 Budget Justification Narrative

EHS-CCP FY 26-27 Budget Justification Narrative

EHS-EXP FY 26-27 Budget Justification Narrative

Kelly Nuzum, Accounting & Finance Supervisor, presented the 95% EHS-EXP FY 26-26 Non-Federal Share Waiver (5-month period), All Program FY 26-27 Continuation Application Executive Summary presented with the finance documents related to the 95% completion requirement, including the EHS-EXP FY 26-26 Non-Federal Share Waiver (5-month period), All Program FY 26-27 Continuation Application Executive Summary, HS/EHS FY 26-27 Budget Justification Narrative, EHS-CCP FY 26-27 Budget Justification Narrative, and EHS-EXP FY 26-27 Budget Justification Narrative. The documents were reviewed and discussed to ensure alignment with program requirements and funding guidelines. Michelle McPalm approved the motion, and Laura Davis seconded it. There were no questions.

Motion carried.

HS/EHS/CCP/EXP – January 2026 Financial Statements

& Credit Card Statements-Match Statement

Luis Mercado, Account Assistant, presented the HS/EHS/CCP/EXP January financial statements, Credit Card Statements, and Match Statements. HS-53% of funding was spent for the year, monthly revenue was \$389,283, and YTD revenue was \$2,782,417. EHS-52% % completion of funds for the year, monthly revenue of \$376,610, and YTD revenue of \$2,682,950. CCP-44% of the funding was spent for the year, monthly revenue was \$, and YTD 72,358. D revenue was \$1,188,170. EXP-75% % of the budget was spent for the year, monthly revenue was \$231,817, and YTD revenue was \$2,315,227. Centennial Bank charges \$ 1,505.00 (employee screenings), \$1,480.00 (travel for employees), and \$ 1,036.00 (monthly subscriptions). Citgo's credit card charges \$379.00 (gasoline), Home Depot's credit card charges \$3,615.00 (repairs and maintenance), and Walmart's credit card charges \$1,134.00 (health and nutrition supplies). Michelle McPalm approved the motion, and Laura Davis seconded it. There were no questions.

Motion carried.

HS/EHS/CCP/EXP January 2026 Director's Report

Cindy Metz, EHS/HS Programs Director and Chief of Education, provided program updates highlighting strong performance, with all programs operating above 100% enrollment as of January. She recognized the Family Advocates for their continued efforts and shared that a potential partnership is being explored with an organization offering mobile health units to support on-site physicals, which may improve compliance. She also noted progress toward aligning grant cycles to improve budgeting and resource allocation across programs. Additionally, staff performance-based incentives are being planned, pending clear expectations and agreements. Lastly, facility improvements were mentioned, including upcoming portable updates in Seminole County scheduled for the summer. Laura Davis approved the motion, and Ana Llaudy seconded it. There were no questions.

Motion carried.

HS/EHS/CCP/EXP 2026-27 Updates-Quality Assurance Policies and Procedures

Emily Brown, Senior Program Manager of Quality Assurance & Facilities, presented updates to the 2026–2027 Quality Assurance Policies and Procedures. She shared revisions to the Professional Development policy, including the removal of the in-service training event to allow for more targeted, department-specific training days. She noted that subcontracted provider training costs are now built into updated rates, eliminating the need for reimbursement documentation. Additionally, updates to the Establishing Program Goals policy were highlighted, with revised language for the self-assessment process to reflect a broader, standards-aligned approach rather than a step-by-step procedure. The annual self-assessment will continue to take place in the fall, coordinated by QA, with leadership reviewing data to inform program improvement and strategic planning.

Ana Llaudy approved the motion, and Michelle McPalm seconded it. There were no questions.
Motion carried.

EHS/HS 2026-27 Enrollment Updates-Executive Summary

Kristi Sargent, Senior Program Manager of Comprehensive Services, presented the Enrollment Updates Executive Summary, highlighting a policy update to include virtual enrollment as an option for families comfortable with technology. She explained that while enrollment may be conducted virtually, families are still required to complete and sign the application in person. This update formalizes the use of both virtual and face-to-face enrollment processes within program policy. Ana Llaudy approved the motion, and Michelle McPalm seconded it. There were no questions.

Motion carried.

HS/EHS/CCP/EXP 2026-27 Training & Technical Assistance Plan

Percy Snyder, Education & Inclusion Manager, provided a brief update to the 2026–2027 Training and Technical Assistance (TTA) Plan, previously approved by the Policy Council in February. The revision included a minor budget correction, reducing the Head Start allocation by approximately \$3,000 due to a prior overestimation.

Ana Llaudy approved the motion, and Michelle McPalm seconded it.
There were no questions.

Motion carried.

2026 Parent Activity Funds Request- Seminole

Altamonte HS

Roodley Cantave, Family Advocate, and Ana Llaudy, Policy Council Representative for Altamonte Springs HS, presented a Parent Activity Funds request for the Altamonte Center of \$400. The proposed activity is a bowling event at Airport Lanes aimed at promoting parent engagement, strengthening family connections, and providing a positive recreational experience. The total cost includes \$220 for bowling lanes and shoe rentals, with the remaining \$180 allocated for food and beverages per venue requirements. Additionally, program specialists (health, nutrition,

inclusion, and education) will provide a “Surviving Summer 2026 / Kindergarten Readiness” training for participating families. Ana Llaudy approved the motion, and Michelle McPalm seconded it. There were no questions. Motion carried.

Comments:

Adjournment: The meeting adjourned at 11:08 a.m.

X 

Rebecca Allgood
HS/EHS/CCP/EXP Policy Council Chair
