Head Start (HS)/Early Head Start
(EHS)/EHS-CCP/EHS-EXP Policy Council Hybrid
Meeting Minutes
October 21, 2026

Policy Council Representatives in Attendance	Site
Aaliyah Gray	Little Acorns EHS -Classroom B
Ashley Cole	Altamonte Springs HS - Classroom A
Hannah Amy - **Secretary**	Dreaming Big Learning HS - Classroom B
Jazmine White	Lawton HS - Classroom A
Karisma Maynard - **Chair**	Dreaming Big Learning HS - Classroom B
Keyla Cappelletti - **Vice Chair**	Midway HS - Classroom B
Marianisa Matos	Lake Mary Bilingual HS - Classroom A
Natasha Kissoon-Persaud - **Treasurer**	Lawton HS - Classroom A
Wanda Lopez - **Community Representative Nominee**	Children's Home Society of Florida

4C Head Start Staff in Attendance via TEAMS	Position
Aliciamaria Deshong	Education & Cognia Coordinator
Cindy Metz	Chief Officer of Education/HS/EHS Director
Dr. Marcia Cotton	Senior Program Manager of Education and Inclusion
Emily Brown	Senior Program Manager of Q A & Facilities
Heather Hack	Head Start Finance Analyst
Kelly Nuzum	Accounting & Finance Supervisor
Krystal Jones	Recruiter
Luis Mercado	Accounting Assistant
Luisana Gallagher	HS/EHS Quality Assurance and Facilities Coordinator
Malarie King	Senior Inclusion Specialist
Percy Snyder	Head Start Program Manager
Quintin Roper	Family & Community Partnership Coordinator
Yvette Nieves	Senior Human Resources Generalist

Call to Order and Declaration of Quorum

Quintin Roper, Family & Community Partnership Coordinator, called the meeting to order at 10:04 a.m. and declared that quorum was met.

HS/EHS/CCP October 2026 Agenda

Quintin Roper, Family & Community Partnership Coordinator, presented the October 2026 Policy Council meeting agenda. Agenda items seven and eight were moved to the beginning of the meeting to allow the Policy Council representatives to be installed and the Community Representative nominee to present. Keyla Cappelletti made the motion to approve the October 2026 meeting agenda, and Aaliyah Gray seconded it. No opposition was presented. Motion carried.

HS/EHS/CCP 2026-2027 Policy Council Representative Installation

Quintin Roper reviewed the installation process and conducted roll call by site. Karisma Maynard, Dreaming Big Learning HS; Marianisa Matos, Lake Mary Bilingual Academy; Jazmine White, Alt for Lawton HS; Aaliyah Gray, Little Acorns; and Keyla Cappelletti, Midway HS, were present and installed to serve their respective sites for the 2026-2027 Policy Council year.

HS/EHS/CCP 2026-2027 Community Representative Election

Wanda Lopez, Family and Community Engagement Supervisor with Children's Home Society of Florida, introduced herself and explained that Children's Home Society of Florida is a nonprofit organization that has served families throughout Florida for more than a century. She shared that the Early Head Start Expansion program supports families through comprehensive home-based services focused on healthy child development, school readiness, family well-being, and parent engagement. Wanda expressed her appreciation for the opportunity to serve as a Community Representative and her interest in collaborating with the Policy Council to support children and families in the community. Keyla Cappelletti made the motion to begin the voting process, and Karisma Maynard seconded it. Motion carried. Policy Council members voted in favor of Children's Home Society of Florida serving as the 2026-2027 Community Representative. No opposition was presented. The selection will move forward to the 4C Board for final approval.

HS/EHS/CCP August 2026 Meeting Minutes

Quintin Roper presented the August 2026 Policy Council meeting minutes. There were no questions, comments, or concerns. Natasha Kissoon-Persaud made the motion to approve the August 2026 meeting minutes, and Karisma Maynard seconded it. No opposition was presented. Motion carried.

HS/EHS/CCP September 2026 Meeting Minutes

Quintin Roper presented the September 2026 Policy Council meeting minutes. There were no questions, comments, or concerns. Jazmine White made the motion to approve the September 2026 meeting minutes, and Natasha Kissoon-Persaud seconded it. No opposition was presented. Motion carried.

HS/EHS/CCP October 2026 Human Resources Report

Krystal Jones, Recruiter, presented the October 2026 Human Resources Report. The report included the separation of Layla Johnson, Early Head Start Teacher II at Ferguson, effective October 2, 2026. New hires included Luis Rodriguez, CCP Teacher at Coqui Academy, effective September 21, 2026; Terriayna Krigsman, Early Head Start Teacher at Little Acorns Academy, effective September 29, 2026; Diana Hannah Clark, Senior Family Advocate for Head Start, effective September 30, 2026; and Tiffany Stringer, CCP Family Advocate at Ferguson, effective September 30, 2026. The report also included a staff transfer from Kids Village Pine Hills to Orlando STEAM Academy, effective October 1, 2026. There were no additional questions. Aaliyah Gray made the motion to approve the October 2026 Human Resources Report, and Natasha Kissoon-Persaud seconded it. No opposition was presented. Motion carried.

HS/EHS/CCP August 2026 Financial, Match, and Credit Card Statements

Heather Hack, Head Start Finance Analyst, presented the August 2026 financial and match statements for Head Start, Early Head Start Expansion, CCP, and EXP. Head Start expenses totaled approximately $446,000, with approximately $32,000 in match and a year-to-date match deficit of approximately $122,000. Early Head Start Expansion expenses totaled approximately $393,000, with approximately $77,000 in match and a year-to-date match deficit of approximately $58,000. CCP expenses totaled approximately $394,000, with approximately $6,000 in match and a year-to-date match deficit of approximately $93,000. EXP expenses totaled approximately $243,000, with approximately $26,000 in match and a year-to-date match deficit of approximately $29,000. The August credit card statements included expenses for diapers, memberships, office supplies, conferences, website hosting, software, parent-child activities, gasoline, and facility repairs and maintenance. There were no questions. Karisma Maynard made the motion to approve the August 2026 financial, match, and credit card statements, and Aaliyah Gray seconded it. No opposition was presented. Motion carried.

HS/EHS/CCP Fiscal Year 2025-2026 Budget Plus Amendment Files

Heather Hack, Head Start Finance Analyst, presented the Fiscal Year 2025-2026 Budget Plus Amendment files for Head Start, Early Head Start, CCP, and EXP. Heather explained that the files track adjustments made between budget categories throughout the program year and that the Office of Head Start allows up to 10% of the overall budget to be adjusted without submitting a request. Examples of transfers between budget categories were reviewed, along with the separate five-month EXP program period from March through July 2026. There were no questions. Jazmine White made the motion to approve the Fiscal Year 2025-2026 Budget Plus Amendment files, and Keyla Cappelletti seconded it. No opposition was presented. Motion carried.

HS/EHS/CCP Director's Report - July 2026

Cindy Metz, Chief Officer of Education/Head Start/Early Head Start Director, presented the July 2026 Director's Report. The report included enrollment and health data, including immunization, hearing, vision, and lead-screening information. Cindy noted that some health numbers were lower at the beginning of the program year while staff worked with families to complete required screenings and documentation. There were no questions. Karisma Maynard made the motion to approve the July 2026 Director's Report, and Aaliyah Gray seconded it. No opposition was presented. Motion carried.

HS/EHS/CCP Director's Report - August 2026

Cindy Metz, Chief Officer of Education/Head Start/Early Head Start Director, presented the August 2026 Director's Report. Cindy highlighted improvements in immunization and lead-screening numbers compared with July and reported that enrollment remained strong. Cindy also shared that a new partnership with True Health will assist families with lead screenings and physicals. There were no questions. Hannah Amy made the motion to approve the August 2026 Director's Report, and Marianisa Matos seconded it. No opposition was presented. Motion carried.

HS/EHS/CCP Eligibility Policy and Process

The Head Start, Early Head Start, CCP, and Expansion Eligibility Policy and Process was tabled until the next Policy Council meeting because a presenter was not available. No action was taken.

Ferguson Child Development Center Update

Cindy Metz, Chief Officer of Education/Head Start/Early Head Start Director, provided an update regarding the temporary closure of Ferguson Child Development Center due to humidity and environmental concerns at the leased facility. Cindy explained that cleaning efforts were underway, including cleaning the ducts and removing, replacing, or laundering soft materials. Families were contacted, and weekly food boxes were being provided through the partnership with Second Harvest while the center remained closed. Cindy shared that the matter was reported to the Office of Head Start and that no investigation would be conducted. There were no questions. No action was taken.

Palm Plaza Child Incident Update

Cindy Metz, Chief Officer of Education/Head Start/Early Head Start Director, provided an update regarding a safety incident at Palm Plaza involving a door that came loose from its hinge and struck a child. Cindy reported that the child was doing well and returned to the program three school days later. The incident was reported to the Office of Head Start, and a response was still pending at the time of the meeting. There were no questions. No action was taken.

Public Comments

The floor was opened for public comments. No public comments were received.

Adjournment

Karisma Maynard made the motion to adjourn the meeting, and Aaliyah Gray seconded it. The meeting was adjourned at 10:54 a.m. Motion carried.

X K Maynard

Karisma Maynard
Chairperson