Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP
Policy Council Hybrid Meeting Minutes
September 16, 2026

Policy Council Representatives in Attendance	Site
Natasha Kissoon-Persaud - **Treasurer**	Lawton HS
Hannah Amy - **Secretary**	Dreaming Big Learning HS
Keyla Cappelletti - **Vice Chair**	Midway HS
Karisma Maynard - **Chair**	Dreaming Big Learning HS
Indiana Fleurant	Kids Village CCP
Chelsea Hyppolite	Ferguson EHS

4C Head Start Staff in Attendance via TEAMS	Position
Percy Snyder	Head Start Program Manager
Marcia Cotton	Senior Program Manager of Edu. and Incl.
Kelly Nuzum	Accounting & Finance Supervisor
Heather Hack	Head Start Finance Analyst
Yvette Nieves	Senior Human Resources Generalist
Luis Mercado	Accounting Assistant
Krystal Jones	Human Resources Generalist
Malarie King	Senior Inclusion Specialist
Quintin Roper	Family & Community Partnership Coordinator

Call to Order and Declaration of Quorum

Quintin Roper, Family & Community Partnership Coordinator, called the meeting to order at 10:05 am.

HS/EHS/CCP September 2026 Agenda

Quintin Roper, Family & Community Partnership Coordinator, presented the September 2026 Policy Council meeting agenda. Keyla Cappelletti approved the motion, and Chelsea Hyppolite seconded it. Motion carried.

HS/EHS/CCP July 2026 Meeting Minutes

Quintin Roper noted for the record that the July 2026 Policy Council meeting was not held because quorum was not met. Therefore, there were no July 2026 meeting minutes to approve.

HS/EHS/CCP HR Reports - August and September 2026

Krystal Jones, Human Resources Generalist, presented the August and September 2026 HR Report. The report included the separation of Christopher Moran, Service Personnel at Ferguson, effective August 27, 2026. New hires included Melanie Thack, Early Head Start Teacher at Little Acorns, effective August 25, 2026; Sandra Grant-White, Early Head Start Teacher at Little Acorns, effective September 3, 2026; Kimberly Moore, CCFP Teacher at Kids Castle, effective August 25, 2026; and Juliana O'Haven, CCP Teacher at Coqui Academy, effective September 2, 2026. There were no questions. Keyla Cappelletti approved the motion, and Natasha Kissoon-Persaud seconded it. Motion carried.

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

Heather Hack, Finance Analyst, presented the July financial and match statements for Head Start, Early Head Start Expansion, CCP, and EXP. Head Start expenses totaled approximately $225,000, with approximately $9,000 in match and a year-to-date match deficit of approximately $44,000. Early Head Start Expansion expenses totaled approximately $377,000, with approximately $39,000 in match and a year-to-date match deficit of approximately $48,000. CCP year-to-date expenses totaled approximately $4.7 million. A match waiver allowed CCP to end the program year with an approximately $109,000 surplus. EXP year-to-date expenses totaled approximately $1.2 million, and the program met its match requirement without a waiver. The July credit card statements included expenses for transportation, licensing, inspections, training, conferences, website hosting, software, employee screening, gasoline, and facility repairs and maintenance. Luis Mercado clarified that some expenses were agency expenses and were not entirely allocated to Head Start. There were no questions. Natasha Kissoon-Persaud approved the motion, and Keyla Cappelletti seconded it. Motion carried.

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

A presenter was not available to provide the July 2026 Director's Report. The report was tabled until the next Policy Council meeting. No action was taken.

HS/EHS/CCP Request to Designate Authorized Certifying Officials

Kelly Nuzum, Finance and Accounting Supervisor, presented a request to designate additional authorized certifying officials for federal reporting. Cindy Metz is currently the only authorized certifying official. The request would authorize Paul Spears, Director of Finance and Accounting; Kelly Nuzum, Finance and Accounting Supervisor; and Heather Hack, Finance Analyst, to submit required federal reports. The designation requires approval from the Policy Council and the 4C Board. There were no questions. Keyla Cappelletti approved the motion, and Karisma Maynard seconded it. Motion carried.

HS/EHS/CCP T.E.A.C.H. Scholarship Policy Updates

Dr. Marcia Cotton presented the T.E.A.C.H. Scholarship Policy updates. The revisions clarified employee eligibility requirements, the approval and registration process, agency financial responsibilities, paid release time, approval and payment procedures, repayment requirements, the letter of commitment, and forms and technology requirements. Parents were also informed that assistance may be available to support their education or training goals after other available funding opportunities have been exhausted. There were no questions. Natasha Kissoon-Persaud approved the motion, and Hannah Amy seconded it. Motion carried.

HS/EHS/CCP 2026-2027 Policy Council Officer Elections

Quintin Roper reviewed the responsibilities of the Policy Council officer positions and opened the floor for nominations. Karisma Maynard nominated herself for Chairperson and shared her teaching experience and commitment to supporting children. Natasha Kissoon-Persaud approved the motion, and Keyla Cappelletti seconded it. No opposition was presented. Motion carried. Keyla Cappelletti nominated herself for Vice Chairperson and expressed her willingness to support the Chairperson and help meetings operate efficiently. Natasha Kissoon-Persaud approved the motion, and Karisma Maynard seconded it. No opposition was presented. Motion carried. Hannah Amy nominated herself for Secretary and shared her previous experience as a secretary and in customer relations. Keyla Cappelletti approved the motion, and Chelsea Hyppolite seconded it. No opposition was presented. Motion carried. Natasha Kissoon-Persaud volunteered to serve as Treasurer after the responsibilities and meeting requirements were reviewed. Keyla Cappelletti approved the motion, and Hannah Amy seconded it. No opposition was presented. Motion carried. The 2026-2027 Policy Council officers are Karisma Maynard, Chairperson; Keyla Cappelletti, Vice Chairperson; Natasha Kissoon-Persaud, Treasurer; and Hannah Amy, Secretary.

HS/EHS/CCP 2026-2027 Community Representative Elections

The Community Representative election was tabled until the next meeting because the representative was not present.

Public Comments

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

Adjournment

With no further business, the meeting was adjourned at 10:48 a.m.

X K.Maynard

Karisma Maynard
Policy Council Chairperson