



**Head Start (HS)/Early Head Start (EHS)/EHS-CCP/EHS-EXP  
Policy Council Meeting Minutes  
May 17, 2023**

**Policy Council Representatives in Attendance**

Catherine Franco (Vice-Chair)  
Yaritza Rodriguez (Secretary)  
Stacey Cherry  
Sarah Narvaez  
Keona Parker  
Judy Reese  
Guybs Forrestal

**Site**

Golden Bear CCP  
Altamonte HS  
Hartage Day Care  
Palm Plaza HS  
Coqui HS/EHS  
Midway HS  
Palm Plaza EHS

**4C Head Start Staff in Attendance**

Yolanda Mendez  
Cindy Metz  
Troy Dunberger  
Percy Snyder  
Christen Jenkins  
Brent Houde-Mulvihill  
Mayra Aristud  
Alicia Deshong  
Leila Moradi  
Roodley Cantave  
Michele Rivera  
Takisha Gaither  
Stephane Kent  
Luis Mercado  
Kristi Sargent

**Position**

Accounting and Finance Supervisor  
Chief Officer of Education/HS/EHS Director  
Senior Program Manager  
Head Start Program Manager  
Senior Program Manager of Education  
ERSEA Coordinator  
Family & Community Partnership Coordinator  
Education Coordinator  
Senior Nutrition Specialist  
Senior Family Advocate  
Senior Family Advocate  
HR Generalist  
HR Generalist  
Finance Analyst  
Head Start Site Supervisor

The meeting was called to order at 6:19 p.m.

**May-Agenda**

Members reviewed the agenda; there were no questions. Motion to approve made by Judy Reese and seconded by Keona Parker. Motion carried.

**April-Minutes**

Members reviewed the April minutes. Motion to approve made by Keona Parker and seconded by Judy Reese. Motion carried.

**HR Report – May-HS/EHS/CCP/EXP**

Takisha Gaither presented the May HR Report and reported the organization's separations and new hires. No questions asked.  
Motion to approve made by Guybs Forestal and seconded by Judy Reese. Motion carried.

### **HS/EHS/CCP/EXP-Financial, Credit Card, and Match Statements-March**

Yolanda Mendez presented program information: HS-67% through the program year, monthly revenue was \$392,718 and YTD revenue was \$3,216,506. EHS-75% through the program year, monthly revenue \$371,616 and YTD revenue was \$2,682,020. CCP-67% through the program year, monthly revenue was \$380,682 and YTD revenue was \$2,795,504. EXP-8% through the program year, monthly revenue was \$291,195 and YTD revenue was \$291,195.

Centennial Bank credit card charges \$2,338.08 (employee screenings), \$22,294.59 (travel for employees), and \$138 (monthly subscriptions). Citgo credit card charges \$850.03 (gasoline), Home Depot credit card charges \$1,927.94 (repairs and maintenance), and Walmart credit card charges \$2,533.48 (health and nutrition supplies). No questions asked.

Motion to approve made by Guybs Forestal and seconded by Judy Reese. Motion carried.

### **2022-23 HS/EHS Disability Waiver Request and 2022-23 EHS/CCP Disability Waiver Request**

Percy Snyder presented the 2022-2023 HS/EHS Disability Waiver Request and 2022-2023 CCP Disability Waiver Request. No questions.

Motion to approve made by Guybs Forestal and seconded by Judy Reese. Motion carried.

### **Director's Report-April**

Cindy Metz presented the Director's Report for April. No questions.

Motion to approve made by Guybs Forestal and seconded by Keona Parker. Motion carried.

### **Teaching Strategies Gold vs Desired Results Development Profile**

Christen Jenkins, Senior Program Manager of Education, and Aliciamaria Deshong, Education Coordinator, provided for informational purposes the Teaching Strategies Gold vs Desired Results Development Profile observational systems.

They shared the favorable and the unfavorable factors of the two observational systems for assessing children from birth to Kindergarten. The parents agreed that the second system would be an effective way to observe children and learn what they know and can do.

### **Proposals for Parent Activities**

Mayra Aristud shared the Parent Activities for Orlando Daycare Nursery and Kids Village Pine Hills. No questions.

Motion to approve by Guybs Forestal and seconded by Keona Parker.

### **Public Comments**

No comments presented.

### **Adjournment**

Meeting adjourned at 7:40 p.m.