

FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#

Phone: +1 571-429-5982, 393480480#

November 20, 2025

2025

Policy Council

Executive Officers

Yesenia Tobar
Chairperson

Nicloe Tapia
Vice Chairperson

Alexandra Pitts
Secretary

Ana Salas Montes
Treasurer

Qurat Ul Ain Butt
Parliamentarian

**OFC Head Start
Admin Office Contacts**

Janet Stewart
Director

Maasoomah Pouravaz
PFCE Specialist

Call to Order (6:30 p.m.)

Business Meeting

- Roll Call and Introductions-
- Approval of August Meeting Minutes

Welcome New PC Members

Treasurer's Report

Fiscal Reports

- Head Start At-a-Glance for Head Start Early Head Start Birth to Five

Administrative Updates

Program Updates

- Monthly Reports
 - Enrollment Statistics
 - Average Daily Attendance Report
 - USDA Food Reimbursement

PC Member Updates

Adjourn

Next meeting – December 18, 2025

Mission Statement

To ensure that all Head Start/Early Head Start children ages 0-5 and pregnant women have access to quality childcare, family services and early childhood program.

Yesenia Tobar- Chairperson

Yesenia Tobar- Chairperson

Yesenia Tobar-Chairperson

Ana Salas Montes- Treasurer

David Walker, Fiscal Specialist

Janet Stewart- Director

Members



YTD Budget Report October 2025

BUDGET ITEM	2025-2026 BUDGET	July	August	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Expenses YTD	Balance	% Bud. Spent YTD
Child Care	2,000.00	-	-	130.00	-	-	-	-	-	-	-	-	-	130.00	1,870.00	6.5%
Meeting Stipends	1,800.00	195.00	180.00	120.00	150.00	-	-	-	-	-	-	-	-	645.00	1,155.00	35.8%
Conferences/Training/Activities	6,470.00	-	-	-	-	-	-	-	-	-	-	-	-	-	6,470.00	0.0%
Refreshments	2,200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,200.00	0.0%
Stipend Fund - Interview/Other	1,450.00	60.00	30.00	30.00	30.00	-	-	-	-	-	-	-	-	150.00	1,300.00	10.3%
Voided Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Checking Account Services	360.00	21.33	19.74	20.77	20.96	-	-	-	-	-	-	-	-	82.80	277.20	23.0%
Total	14,280.00	276.33	229.74	300.77	200.96	-	-	-	-	-	-	-	-	1,007.80	13,272.20	7.1%

Reconciled Beginning Cash Balance as of June 30, 2025 \$ 9,404.86

Appropriation from Cash Reserves

Transfer to PC account

Ending Cash Balance

Head Start Policy Council Annual Budget Report 2025/2026

OCTOBER 2025

Check Date	Check Number	Payee	AMOUNT	Budget Category
10/27/25	6716	Ana Salas	45,00	Sep Treasury Report + Oct. Mtg
10/27/25	6717	Yesenia Tobar	15,00	Oct PC Mtg
10/27/25	6718	Nicole Tapia	15,00	Oct PC Mtg
10/27/25	6719	Qurat Ui Ain Butt	15,00	Oct PC Mtg
10/27/25	6720	Karla Orellana	15,00	Oct PC Mtg
10/27/25	6721	Katy Mahoney	15,00	Oct PC Mtg
10/27/25	6722	Farima Nazary	15,00	Oct PC Mtg
10/27/25	6723	Yaa Anim	15,00	Oct PC Mtg
10/27/25	6724	Noah Wade	15,00	Oct PC Mtg
10/27/25	6725	Rolia Abdalla	15,00	Oct PC Mtg
			-	
			-	

Bank Service Charge	20,96	Checking Account Services
Total	\$ 200,96	

Budget Totals

Child Care	-
Meeting Stipend	150,00
Conferences/Training/Activities	-
Refreshments	-
Voided Charges	-
Stipend Fund - Interview/Other	30,00
Checking Account Services	20,96
Total	\$ 200,96



Head Start At-a-Glance



FAIRFAX COUNTY HEAD START AND EARLY HEAD START PROGRAMS Items Requiring Governance Review and Approval

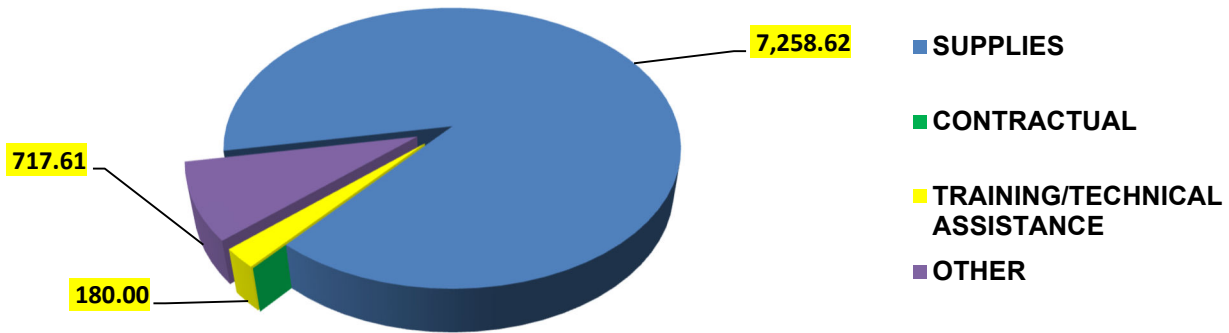
PPC FISCAL Action Items

FY 2026 Budget Review

REQUIRED FISCAL REPORTING YTD Expenditure Report as of **October 31, 2025**

Credit Card Expense Summary (Activity for **October 2025**) - **\$8,156.23**

Credit Card Expenses



Grant Performance Summary

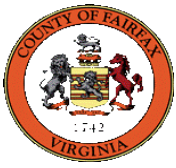
Description	#	Head Start (HS)	Early Head Start (EHS)	USDA - Child Care Food Program	Total
Budget	1	\$ 5,577,737.00	\$ 5,561,350.00	\$ 224,925.00	\$ 11,364,012.00
YTD Actual	2	1,474,265.70	1,609,750.09	\$27,738.66	\$ 3,111,754.45
Encumbrances	3	\$ 630,906.80	\$ 779,144.27	\$ -	\$ 1,410,051.07
Budget Remaining	4	\$ 3,472,564.50	\$ 3,172,455.64	\$ 197,186.34	\$ 6,842,206.48
Percent Spent YTD	5	26.43%	28.95%	12.33%	27.38%

NON-FEDERAL SHARE MATCH (NFS)					
Description	#	Head Start (HS)	Early Head Start (EHS)	Total	
NFS Match Required Amount	6	\$ 1,394,435	\$ 1,390,337	\$ 2,784,772	
YTD Actual	7	\$ 277,142	\$ 152,902	\$ 430,044	
(Over)/ Under Required Amount	8	\$ 1,117,293	\$ 1,237,435	\$ 2,354,728	

NOTES:

- A – Program Year – FY26: July 1, 2025, through June 30, 2026
- B – # of children = 686 Total Federally Funded Enrollment
- C – Purchase orders for HiHo have been reallocated from the local fund. Expenditures exclude advance payments to HiHo.
- D – All programs participate in the USDA Child and Adult Care Food Program. However, only the food costs for Greater Mount Vernon are reflected in this report. Family Child Care partners and delegates have separate agreements with USDA and food costs are reimbursed and reported separately.

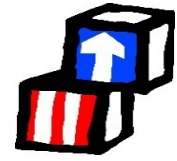
Fiscal Year	Period	Posting Date	Fund	Funds Center	Commitment Item	Commitment Item name	Amount	Text
2026	4	10/06/2025	400-C40045	G797910001	544540	Credit Card Expense	132.91	PIZZA HUT 37434 09292025XXXXXXXXXX399671
2026	4	10/06/2025	400-C40045	G797910001	544540	Credit Card Expense	(16.44)	AMAZON.COM 09292025XXXXXXXXXX399671
2026	4	10/06/2025	400-C40045	G797910001	544540	Credit Card Expense	240.00	PLAK SMACKER 09292025XXXXXXXXXX399671
2026	4	10/06/2025	400-C40045	G797910001	544540	Credit Card Expense	106.39	AMAZON MKTPL*B1309292025XXXXXXXXXX399671
2026	4	10/06/2025	400-C40045	G797910001	544540	Credit Card Expense	343.67	AMAZON MKTPL*T7409292025XXXXXXXXXX399671
2026	4	10/06/2025	400-C40045	G797910001	544540	Credit Card Expense	20.94	WM SUPERCENTER #10012025XXXXXXXXXX399671
2026	4	10/06/2025	400-C40045	G797910001	544540	Credit Card Expense	13.96	WM SUPERCENTER #10012025XXXXXXXXXX399671
2026	4	10/06/2025	400-C40045	G797910001	544540	Credit Card Expense	18.99	AMAZON MKTPL*NV710022025XXXXXXXXXX399671
2026	4	10/06/2025	400-C40045	G797910001	544540	Credit Card Expense	60.86	AMAZON MKTPL*NJ410032025XXXXXXXXXX399671
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	684.60	NALLS PRODUCE 10072025XXXXXXXXXX497762
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	275.52	NALLS PRODUCE 10072025XXXXXXXXXX497762
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	128.41	GIANT 0760 10082025XXXXXXXXXX497762
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	(114.99)	AMAZON MKTPL*ACE 10082025XXXXXXXXXX399671
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	(20.89)	AMAZON MKTPL*ACE 10082025XXXXXXXXXX399671
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	355.99	AMAZON MKTPL*NF610092025XXXXXXXXXX497762
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	35.98	AMAZON MKTPL*NF210092025XXXXXXXXXX399671
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	443.41	WAL-MART #5880 10092025XXXXXXXXXX399671
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	450.00	RAICES PERUVIAN 10092025XXXXXXXXXX399671
2026	4	10/13/2025	400-C40045	G797910001	544540	Credit Card Expense	6.29	SHOPPERS FOOD / 10102025XXXXXXXXXX497762
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	266.40	AMAZON.COM*NF4R910132025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	220.50	AMAZON.COM*NF29F10132025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	656.72	AMAZON.COM*NF29B10132025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	45.98	AMAZON MKTPL*NF110132025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	779.70	AMAZON.COM*NM6GU10132025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	161.90	AMAZON.COM*NM6T910132025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	41.97	PLAK SMACKER 10142025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	30.84	AMAZON.COM*NM9OV10142025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	(39.40)	AMAZON MKTPL*ACE 10142025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	114.32	AMAZON.COM*NM0U10142025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	49.95	BROOKES PUBLISHING 10152025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	39.98	AMAZON MKTPL*NM410152025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	58.99	AMAZON MKTPL*NM710152025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	22.98	AMAZON MKTPL*NM410162025XXXXXXXXXX497762
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	470.95	CLJAWAIVED INC 10162025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	187.90	AMAZON.COM*NM9WW10162025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	126.32	AMAZON.COM*NM1PV10172025XXXXXXXXXX399671
2026	4	10/21/2025	400-C40045	G797910001	544540	Credit Card Expense	41.99	AMAZON.COM*NM4DQ10172025XXXXXXXXXX497762
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	187.90	AMAZON.COM*NU2RU10202025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	425.69	AMAZON.COM*NU5UV10202025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	66.63	AMAZON.COM*NM21V10222025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 10232025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 10232025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 10232025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	149.99	AMAZON MKTPL*NU810232025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 10242025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	278.56	AMAZON.COM*N412M10242025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	83.88	AMAZON.COM*NU7XK10242025XXXXXXXXXX399671
2026	4	10/27/2025	400-C40045	G797910001	544540	Credit Card Expense	339.99	AMAZON.COM*NU57Z10242025XXXXXXXXXX399671



Monthly Enrollment Statistics

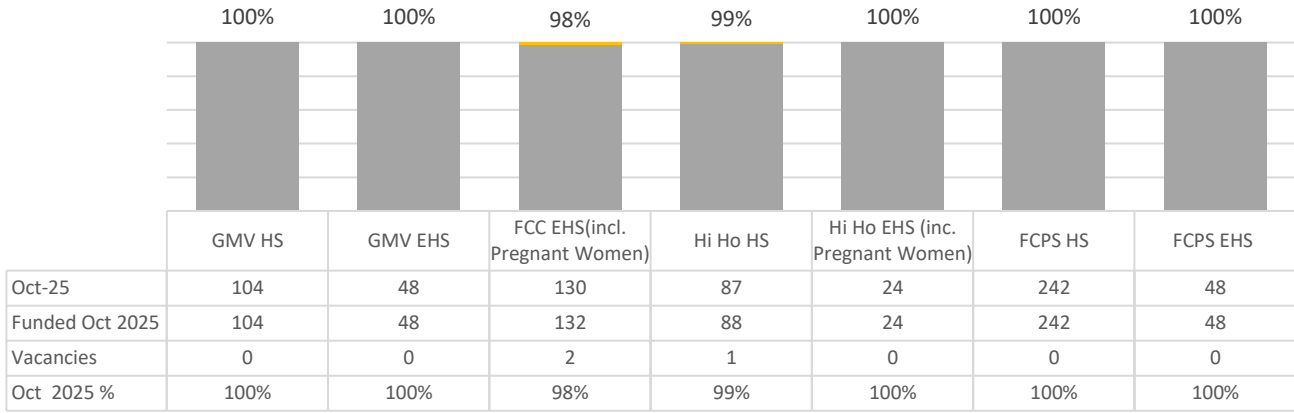
Month ending October 31, 2025

presented to the Policy Council

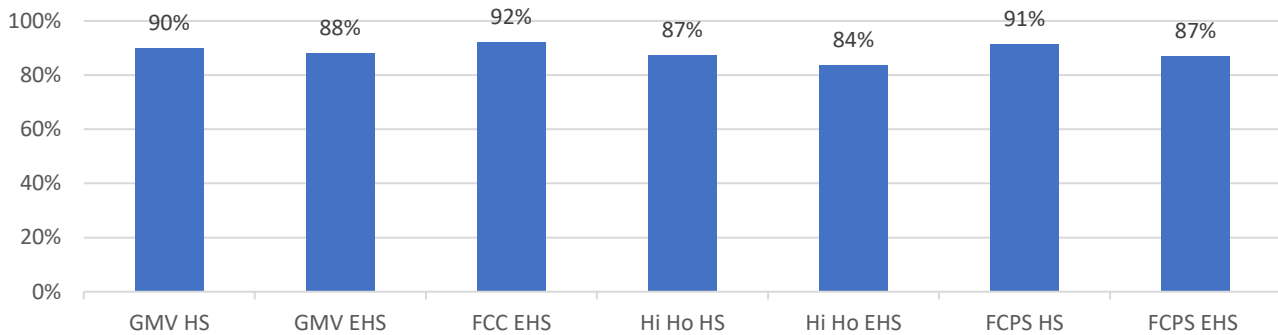


Actual Enrollment vs. Funded Enrollment

End of month report - includes vacancies of less than 30 days

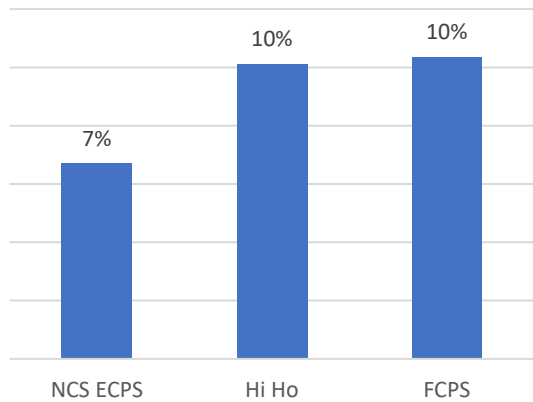


Average Daily Attendance for the Month



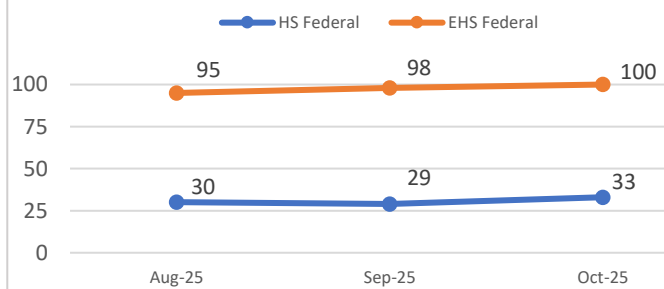
Children Served with Disabilities (IEP or IFSP)

*Cumulative total: 9%



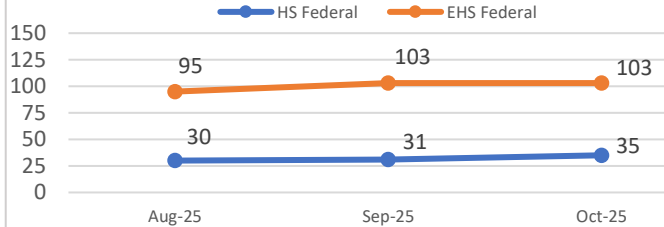
Waiting List: PY25-26 Federal Children

*Completed/Verified Applications



Waiting List: PY25-26 Federal Children

*All Applications (including incomplete)





Fairfax County Early Childhood Program Services

Head Start Program

**USDA, CACFP's Meal Count and Attendance Report
Greater Mount Vernon Centers
October 2025**

Days of Operation: 21

Total Child Participation: 182

Total Meals Served and Claimed: 9,985

Breakfast: 3,300

Lunch: 3,347

Snack: 3,338

Total Cost of Food: \$51,538.00

Report prepared by:

Marelisa González

Marelisa González, MPH, RDN, LDN
Nutrition Specialist/Registered Dietitian Nutritionist

November 18th, 2025