

# FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#  
Phone: +1 571-429-5982, 393480480#  
August 24, 2023

## 2023 Policy Council Executive Officers

*Chairperson*  
Susan Alward

*Vice Chairperson*  
Bamaa Dvorakova

*Secretary*  
Ana Yamara

*Treasurer*  
Ana Salas-Montes

*Parliamentarian*  
Salamatu Bangura

## OFC Head Start Admin Office Contacts

*Janet Stewart*  
Director

*Maasomeh Pouravaz*  
PFCE Specialist



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

Salamatu Bangura, Parliamentarian

### Business Meeting

Susan Alward, Chairperson

- Roll Call and Introductions
- Approval of Minutes from July 2023 meeting

### Treasurer's Report

Ana Salas-Montes, Treasurer

- July 2023 Policy Council Budget Reports

### Fiscal Reports

David Walker, Fiscal Specialist

- Head Start At-a-Glance for Head Start Early Head Start Birth to Five and Early Head Start Child Care Partnership & Expansion

### Personnel Approval

- Childcare Specialist I Heather Thomas, Community Representative

### Administrative Updates

Janet Stewart, Director

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

### PC Member Updates

Members

### Adjourn

*Next meeting – September 28, 2023*



### 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*

Head Start Policy Council  
Annual Budget Report 2023/2024

BUDGET ITEM	2003-2004 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	180.00	-	-	-	-	-	-	-	-	-	-	-	180.00	1,620.00	10.0%
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	195.00	-	-	-	-	-	-	-	-	-	-	-	195.00	1,255.00	13.4%
Voided Charges	-	30.00	-	-	-	-	-	-	-	-	-	-	-	30.00	(30.00)	0.0%
Checking Account Services	360.00	20.41	-	-	-	-	-	-	-	-	-	-	-	20.41	339.59	5.7%
<b>Total</b>	<b>14,280.00</b>	<b>555.41</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>555.41</b>	<b>13,724.59</b>	<b>3.9%</b>

Reconciled Beginning Cash Balance as of June 30, 2023 \$ 14,459.24

Appropriation from Cash Reserves -

Transfer to PC account -

Ending Cash Balance \$ 13,933.83

**Head Start Policy Council  
Annual Budget Report 2023/2024  
Month Ending July 2023**

Check Date	Check Number	Payee	AMOUNT	Budget Category
07/27/23	6506	Ana Salas	15.00	PC Mtg 07/27/23
07/27/23	6507	Ana Salas	165.00	Interview Treacher I & II + PC Budget Report
07/27/23	6508	Mennetta Smith	45.00	PC Mtgs 07/27/23 + 02/23/23 + 03/23/23
07/27/23	6509	Susan Alward	15.00	PC Mtg 07/27/23
07/27/23	6510	Salamatu Bangura	15.00	PC Mtg 07/27/23
07/27/23	6511	Bayarmaa Tserendorj	15.00	PC Mtg 07/27/23
07/27/23	6512	Zaib Zubair	15.00	PC Mtg 07/27/23
07/27/23	6513	Hayat Berhanu Sisay	15.00	PC Mtg 07/27/23
07/27/23	6514	Nicole Tapia	15.00	PC Mtg 07/27/23
07/27/23	6515	Hayat Ahmed	15.00	PC Mtg 07/27/23
07/27/23	6516	Elisabeth Benson	15.00	PC Mtg 07/27/23
07/27/23	6517	Michelle Turner	65.00	Child Care PC Mtg 07/27/23
07/27/23	6518	Maria Guerra	65.00	Child Care PC Mtg 07/27/23
07/27/23	6519	Heather Thomas	30.00	Interviews
			-	
			-	
			-	
			-	
			-	
			-	

Bank Service Charge	20.41	Checking Account Services
<b>Total</b>	<u>\$ 525.41</u>	

<b>Budget Totals</b>	
Child Care	130.00
Meeting Stipend	180.00
Conferences/Training/Activities	-
Refreshments	-
Voided Charges	30.00
Stipend Fund - Interview/Other	195.00
Checking Account Services	20.41
<b>Total</b>	<u>\$ 495.41</u>

Void Checks 6456 & 6471

Head Start Policy Council  
 Annual Budget Report 2023/2024  
 Month Ending July 2023

Expenses YTD	Balance	% Bud. Spent YTD
130.00	<b>1,870.00</b>	6.5%
180.00	<b>1,620.00</b>	10.0%
-	<b>6,470.00</b>	0.0%
-	<b>2,200.00</b>	0.0%
195.00	<b>1,255.00</b>	13.4%
30.00	<b>(30.00)</b>	0.0%
20.41	<b>339.59</b>	5.7%
555.41	<b>13,724.59</b>	3.9%

f June 30, 2023 \$ 14,459.24

Cash Reserves -  
 to PC account -  
 ; Cash Balance \$ 13,933.83

CHECKBOOK ACTIVITY

Cash Balance at Beginning of Month

15,724.24

Add: Total Receipts For Month (including bank interest)

+

Subtract: Total Checks and Other Expenses (including bank fees)

+

- 430.00

(20.41)

total of checks this month  
bank service charge  
check order

Cash Balance at End of Month

= 15,273.83

BANK ACTIVITY

Ending Balance from Bank Statement

15,273.83

Add: Outstanding Deposits (include date of deposit)

+

total of outstanding deposits

Subtract: Outstanding Checks (include date and check number)

Date of Check	Check No.	Payee	Amount	Exp. Date
11/21/13	4971	Julie Williams	15.00	03/21/14
11/21/13	4972	Pilar Hendullis	15.00	03/21/14
04/24/14	5072	Patricia Salinas	15.00	08/22/14
12/18/14	5209	Estella Vasquez	15.00	04/17/15
04/24/15	5247	Hisham Hassan	15.00	08/22/15
06/11/15	5279	Yasmin Benavides	15.00	10/09/15
06/11/15	5283	Cristabel Martinez	30.00	10/09/15
06/11/15	5284	Thoraia Hussein	15.00	10/09/15
07/23/15	5295	Thoraia Hussein	15.00	11/20/15
10/22/15	5324	Cristabel Martinez	15.00	02/19/16
04/26/16	5419	Grace Asiedo	15.00	08/26/16
09/22/16	5484	Abebech Negero	15.00	01/20/17
04/27/17	5603	Robin McMillan	15.00	08/25/17
11/29/18	5956	Jacquelin Marquez	15.00	03/29/19
12/12/18	5866	Michelle Bowser-Voided check		04/11/19
11/13/18	5844	Bank error, paid \$60 to Rochelle Steele. Check written for \$40.	(20.00)	03/13/19
02/28/19	5889	Crystal Tillman	15.00	06/28/19
03/21/19	5900	Heather Thomas	30.00	07/19/19
07/25/19	5949	Heather Thomas	15.00	11/22/19
11/21/19	6007	Anthea Guzman	15.00	03/20/20
11/21/19	6011	Mekonnen Simore	15.00	03/20/20
01/23/20	6025	Abdisalem Aden	15.00	05/22/20
01/23/20	6028	David Aratuo	15.00	05/22/20
02/27/20	6038	Glenda Solorzana	40.00	06/26/20
02/27/20	6043	Britney Hancock	15.00	06/26/20
02/27/20	6045	Keisha Scott	15.00	06/26/20
02/27/20	6052	David Aratuo	15.00	06/26/20
02/27/20	6054	Keisha Scott	15.00	06/26/20
02/27/20	6056	David Aratuo	30.00	06/26/20
03/19/20	6058	David Aratuo	15.00	07/17/20
03/19/20	6062	Keisha Scott	15.00	07/17/20
04/30/20	6077	David Aratuo	15.00	08/28/20
04/30/20	6078	Anthea Guzman	15.00	08/28/20
05/28/20	6084	Keisha Scott	15.00	09/25/20
05/28/20	6090	David Aratuo	15.00	09/25/20
07/30/20	6094	David Aratuo	15.00	11/27/20
09/17/20	6103	David Aratuo	15.00	01/15/21
09/17/20	6105	Romana Akbar	15.00	01/15/21
10/22/20	6109	David Aratuo	15.00	02/19/21
10/22/20	6115	Keisha Scott	15.00	02/19/21
10/22/20	6117	David Aratuo	30.00	02/19/21
11/19/20	6126	Keisha Scott	15.00	03/19/21
11/19/20	6130	Rayan Abdelgader	15.00	03/19/21
01/28/21	6152	Keisha Scott	15.00	05/28/21
02/25/21	6159	Fatima Abderraziq	15.00	06/25/21
02/25/21	6160	Sheku Bangura	15.00	06/25/21
03/20/21	6171	Tanya Blackburn	15.00	07/18/21
03/20/21	6175	Fatima Abderraziq	15.00	07/18/21
03/25/21	6176	Fatima Abderraziq	15.00	07/23/21
04/07/21	6192	David Aratuo	15.00	08/05/21
04/22/21	6200	David Aratuo	15.00	08/20/21
04/22/21	6203	Omar Mohamed	15.00	08/20/21
05/27/21	6210	David Aratuo	15.00	09/24/21
05/27/21	6213	Surdai Layalu	15.00	09/24/21
06/24/21	6221	David Aratuo	15.00	10/22/21
08/19/21	6241	David Aratuo	15.00	12/17/21
09/24/21	6252	David Aratuo	15.00	01/22/22
10/28/21	6264	David Aratuo	15.00	02/25/22
11/18/21	6275	Omar Mohamed	15.00	03/18/22
12/16/21	6288	David Aratuo	15.00	04/15/22
12/16/21	6291	Omar Mohamed	15.00	04/15/22
02/24/22	6312	Fayrouze Charane	15.00	06/24/22
04/28/22	6335	Doaa Hassan Mohamed	15.00	08/26/22
04/28/22	6337	Fayrouze Chanane	15.00	08/26/22
04/28/22	6340	Rima Alshawkani	60.00	08/26/22
05/26/22	6345	Sharfe McDaniel	15.00	09/23/22
05/26/22	6347	Shayna Brunson	15.00	09/23/22
06/23/22	6357	Shayna Brunson	15.00	10/21/22
06/23/22	6359	Rose Addy	15.00	10/21/22
06/29/22	6364	Shayna Brunson	30.00	10/27/22
10/10/22	6369	Sharfe McDaniel	15.00	02/07/23
10/10/22	6370	Shayna Brunson	15.00	02/07/23
10/10/22	6375	Sharfe McDaniel	15.00	02/07/23
10/10/22	6376	Shayna Brunson	15.00	02/07/23
10/10/22	6382	Sharfe McDaniel	15.00	02/07/23
10/10/22	6389	Sharfe McDaniel	15.00	02/07/23
10/10/22	6391	Naiasha Garrett	15.00	02/07/23
10/10/22	6392	Doaa Hassan Mohammed	15.00	02/07/23
11/16/22	6403	Shayna Brunson	15.00	03/16/23
12/19/22	6415	Bamaa Dvorakova	15.00	04/18/23
12/19/22	6417	Rasikhah Addy	15.00	04/18/23
12/19/22	6429	Doaa Hassan Mohammed	15.00	04/18/23
02/13/23	6439	Doaa Hassan Mohammed	45.00	06/13/23
03/07/23	6456	Menetta Smith	15.00	07/05/23
03/07/23	6459	Smahir Abdalgail	15.00	07/05/23
03/24/23	6471	Menetta Smith	15.00	07/22/23
03/24/23	6472	Doaa Hassan Mohamed	15.00	07/22/23
03/24/23	6475	Kiara Osorio	15.00	07/22/23
04/24/23	6477	Bamaa Dvorakova	15.00	08/22/23
04/24/23	6485	Doaa Hassan Mohamed	15.00	08/22/23
05/25/23	6496	Doaa Hassan Mohammed	15.00	09/22/23
07/27/23	6509	Susan Alward	15.00	11/24/23
07/27/23	6511	Bayarmaa Tserendorj	15.00	11/24/23
07/27/23	6512	Zab Zubair	15.00	11/24/23
07/27/23	6513	Hayat Berhanu Sisay	15.00	11/24/23
07/27/23	6515	Hayat Ahmed	15.00	11/24/23
07/27/23	6516	Elisabeth Benson	15.00	11/24/23
07/27/23	6519	Heather Thomas	30.00	11/24/23

(1,610.00)

13,663.83

total of outstanding checks



# Head Start At-a-Glance



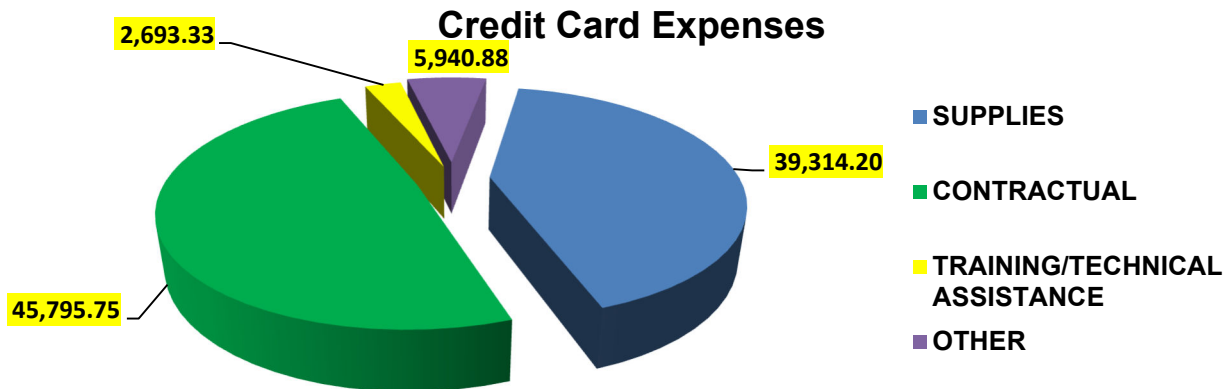
## FAIRFAX COUNTY HEAD START AND EARLY HEAD START PROGRAMS Items Requiring Governance Review and Approval

### PPC FISCAL Action Items

**FY 2024 Budget Review**  
**PC Budget Training- Time TBD**

### REQUIRED FISCAL REPORTING YTD Expenditure Report as of July 31, 2023

Credit Card Expense Summary (Activity for July 2023) - **\$93,744.16**



### Grant Performance Summary

Description	#	Head Start (HS)	Early Head Start (EHS)	USDA - Child Care Food Program	Total
Budget	1	\$ 5,049,557.00	\$ 5,041,401.00	\$ 161,845.00	\$ 10,252,803.00
<b>YTD Actual</b>	<b>2</b>	<b>\$ 156,155.96</b>	<b>\$ 219,953.58</b>		<b>\$ 376,109.54</b>
<b>Encumbrances</b>	<b>3</b>	<b>\$ 855,263.75</b>	<b>\$ 755,313.79</b>	<b>\$ -</b>	<b>\$ 1,610,577.54</b>
Budget Remaining	4	\$ 4,038,137.29	\$ 4,066,133.63	\$ 161,845.00	\$ 8,266,115.92
Percent Spent YTD	5	3.09%	4.36%	0.00%	3.67%

NON-FEDERAL SHARE MATCH (NFS)				
Description	#	Head Start (HS)	Early Head Start (EHS)	Total
NFS Match Required Amount	6	\$ 1,262,390.00	\$ 1,260,350.00	\$ 2,522,740.00
<b>YTD Actual</b>	<b>7</b>			<b>\$ -</b>
(Over)/ Under Required Amount	8	\$ 1,262,390.00	\$ 1,260,350.00	\$ 2,522,740.00

### NOTES:

- A – Program Year – FY24: July 1, 2023, through June 30, 2024
- B – # of children = 714 Total Federally Funded Enrollment (HS & EHS: reminder CCP was consolidated into HS/EHS grant)
- C – Purchase orders for HiHo to be 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.
- E – Federal Budget **does not** include the 5.60% Cost of Living Adjustment (COLA) and Quality Improvement (QI) funds.  
As of the end of July 2023 the notice of award for the COLA & QI funding has not been received.

July 2023

Fiscal Year	Period	Posting Date	Fund	Funds Center	Commitment Item	Commitment item name	Amount	Text
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	295.90	WEGMANS.COM#16 F07042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	125.00	FSP*COUNCIL FOR 07042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	16.19	AMAZON.COM*0J4WX07042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	16.19	AMAZON.COM*VC46Y07042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	16.19	AMAZON.COM*FT8D707042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	16.19	AMAZON.COM*AV43207042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	932.57	HYATT REGENCY OR07042023XXXXXXXXXX518903
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	673.50	THE HOME DEPOT #07052023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	16.19	AMAZON.COM*DL41G07042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	216.82	AMZN MKTP US*VO207042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	16.19	AMAZON.COM*F19A007042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	106.69	AMZN MKTP US*1I007042023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	34.99	AMAZON.COM*801F707062023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	33.90	AMAZON.COM*4E25507062023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	213.64	AMAZON.COM*R91RE07062023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	76.49	AMAZON.COM*EJ0J007062023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	1,367.88	LAKESHORE LEARNI07072023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	2,124.44	LAKESHORE LEARNI07072023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	1,663.48	LAKESHORE LEARNI07072023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	2,457.87	LAKESHORE LEARNI07072023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	1,189.47	LAKESHORE LEARNI07072023XXXXXXXXXX399671
2024	1	07/10/2023	400-C40045	G797910001	544540	Credit Card Expense	125.00	FSP*COUNCIL FOR 07072023XXXXXXXXXX399671
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	3,862.53	JEFFERY'S CATERI07102023XXXXXXXXXX131428
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	41,933.22	JEFFERY'S CATERI07102023XXXXXXXXXX131428
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	125.00	FSP*COUNCIL FOR 07102023XXXXXXXXXX399671
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	446.92	RENAISSANCE HOTE07102023XXXXXXXXXX399671
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	446.92	RENAISSANCE HOTE07102023XXXXXXXXXX399671
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	446.92	RENAISSANCE HOTE07102023XXXXXXXXXX399671
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	259.98	AMZN MKTP US*FZ807122023XXXXXXXXXX399671
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	67.92	AMZN MKTP US*19107132023XXXXXXXXXX497762
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	235.99	AMZN MKTP US*FK207132023XXXXXXXXXX497762
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	571.59	MCCARTHY TIRE 2307132023XXXXXXXXXX497762
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	1,388.48	KINGMOR SUPPLY I07132023XXXXXXXXXX497762
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	164.37	AMZN MKTP US*TU407132023XXXXXXXXXX497762
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	50.37	AMZN MKTP US*6K807132023XXXXXXXXXX399671
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	49.95	AMZN MKTP US*FR207142023XXXXXXXXXX497762
2024	1	07/17/2023	400-C40045	G797910001	544540	Credit Card Expense	1,360.39	LAKESHORE LEARNI07142023XXXXXXXXXX399671
2024	1	07/24/2023	400-C40045	G797910001	544540	Credit Card Expense	206.31	AMZN MKTP US*EK707172023XXXXXXXXXX399671
2024	1	07/24/2023	400-C40045	G797910001	544540	Credit Card Expense	794.40	KAPLAN EARLY LEA07172023XXXXXXXXXX399671
2024	1	07/24/2023	400-C40045	G797910001	544540	Credit Card Expense	2,345.89	KAPLAN EARLY LEA07172023XXXXXXXXXX399671
2024	1	07/24/2023	400-C40045	G797910001	544540	Credit Card Expense	141.90	AMAZON.COM*ES7FG07172023XXXXXXXXXX399671
2024	1	07/24/2023	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 07172023XXXXXXXXXX399671
2024	1	07/24/2023	400-C40045	G797910001	544540	Credit Card Expense	149.85	AMZN MKTP US*82507172023XXXXXXXXXX399671
2024	1	07/24/2023	400-C40045	G797910001	544540	Credit Card Expense	109.23	AMAZON.COM*YA9IS07172023XXXXXXXXXX399671
2024	1	07/24/2023	400-C40045	G797910001	544540	Credit Card Expense	290.52	AMZN MKTP US*FF207172023XXXXXXXXXX399671
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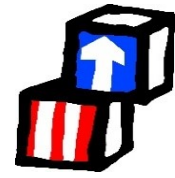
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93,744.16



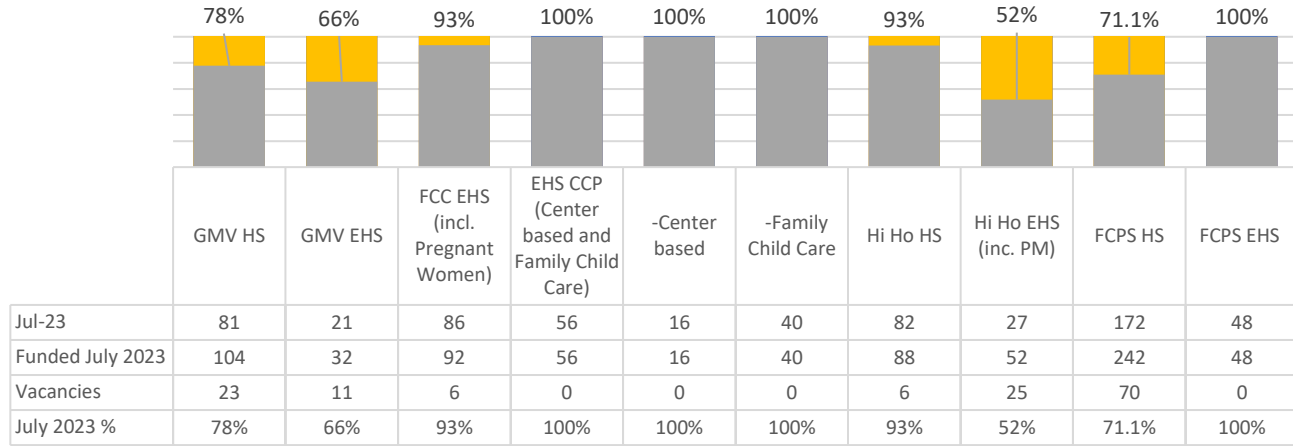
# Monthly Enrollment Statistics

Month ending July 31, 2023  
presented to the Policy Council

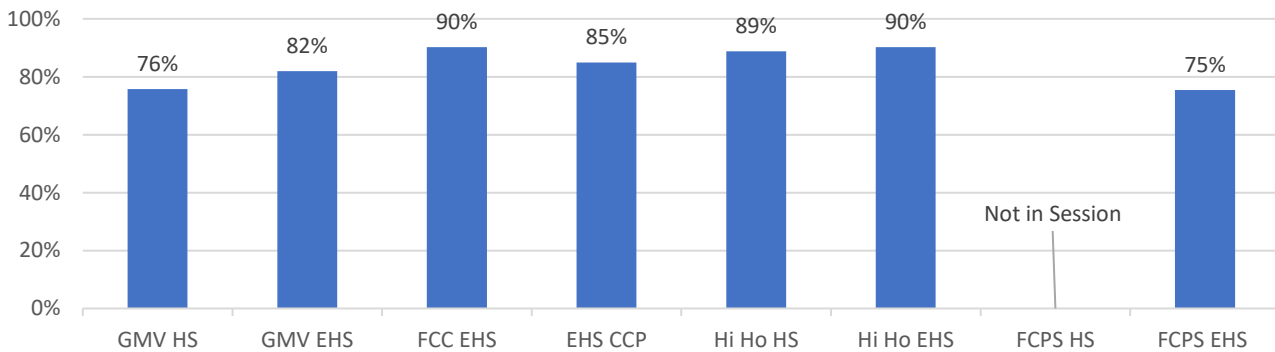


## Actual Enrollment vs. Funded Enrollment

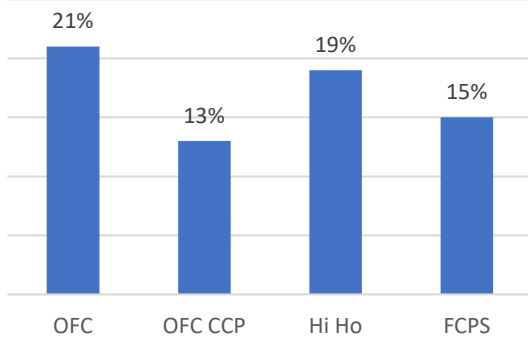
End of month report - includes vacancies of less than 30 days



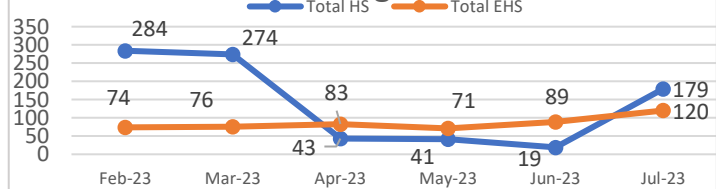
## Average Daily Attendance for the Month



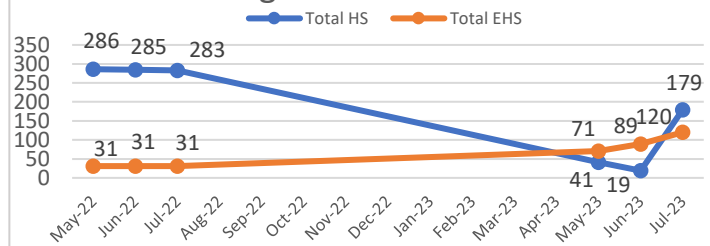
## Children Served with Disabilities (IEP or IFSP)



## Waiting List



## Waiting List: 2022 vs 2023





Fairfax County Office for Children Head Start Program  
Greater Mount Vernon Meal Count and Attendance Report

**July 2023 GMV USDA's CACFP Meal Count and Attendance Report**

**Days of Operation:** 20 days of service

**Total Child Participation:** 155

**Total Meals Served (children only):** 6,320

**Breakfast:** 2,101

**Lunch:** 2,116

**Snack:** 2,103

**Total Cost of Food (including teaching staff):** \$ 42,937.74

**Report prepared by:** *Marellisa González*

Marellisa González, MPH, RDN, LDN

August 10th, 2023

