

# FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#  
Phone: +1 571-429-5982, 393480480#  
December 21, 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

*Maasoomah 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 November 2023 meeting
- Seating of New Members

### Treasurer's Report

Ana Salas-Montes, Treasurer

### Fiscal Reports

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

### Administrative Updates

Janet Stewart, Director

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

### PC Member Updates

Members

### Adjourn

*Next meeting – January 25, 2024*



### 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 At-a-Glance



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

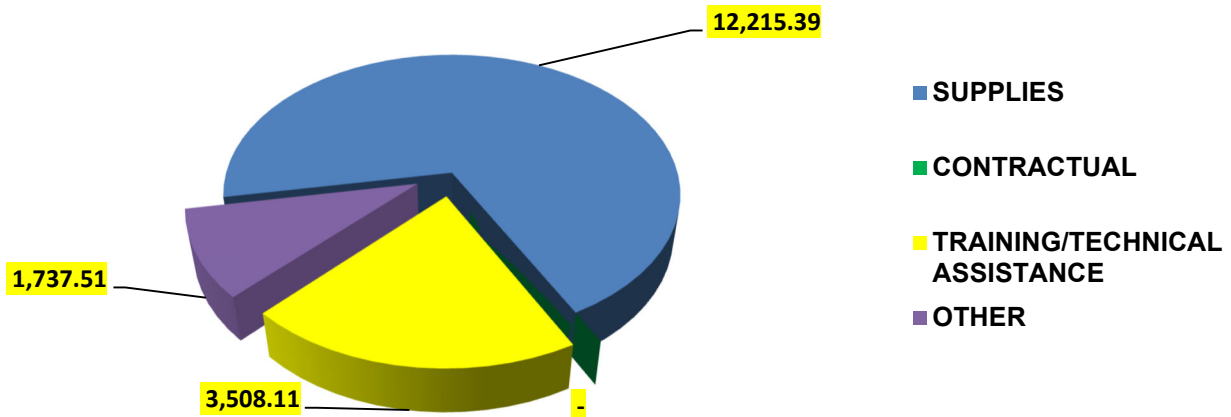
### PPC FISCAL Action Items

**FY 2024 Budget Review**  
**Budget Training**

### REQUIRED FISCAL REPORTING YTD Expenditure Report as of **November 30, 2023**

Credit Card Expense Summary (Activity for **November 2023**) - **\$17,461.01**

### Credit Card Expenses



### Grant Performance Summary

Description	#	Head Start (HS)	Early Head Start (EHS)	USDA - Child Care Food Program	Total
Budget	1	\$ 5,451,267.00	\$ 5,436,022.00	\$ 170,313.00	\$ 11,057,602.00
<b>YTD Actual</b>	<b>2</b>	<b>\$ 1,644,965.14</b>	<b>\$ 1,706,360.59</b>		<b>\$ 3,351,325.73</b>
Encumbrances	3	\$ 657,492.30	\$ 493,133.92	\$ -	\$ 1,150,626.22
Budget Remaining	4	\$ 3,148,809.56	\$ 3,236,527.49	\$ 170,313.00	\$ 6,555,650.05
Percent Spent YTD	5	30.18%	31.39%	0.00%	30.31%

NON-FEDERAL SHARE MATCH (NFS)				
Description	#	Head Start (HS)	Early Head Start (EHS)	Total
NFS Match Required Amount	6	\$ 1,362,817.00	\$ 1,359,006.00	\$ 2,721,823.00
<b>YTD Actual</b>	<b>7</b>	<b>\$ 326,378.99</b>	<b>\$ 277,633.76</b>	<b>\$ 604,012.75</b>
(Over)/ Under Required Amount	8	\$ 1,036,438.01	\$ 1,081,372.24	\$ 2,117,810.25

### 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 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. USDA budget is in process. Amount listed above should be considered the estimate for 24.

E – Federal Budget includes the 5.60% Cost of Living Adjustment (COLA) and Quality Improvement (QI) funds.

**Budget Training:**

Maasomeh will be sending out an email asking the Parents Policy Council members to reply with their preference on the timing of the budget training:

- 3 to 4 mini training sessions over 3 to 4 months for 30 minutes prior to the start of the regular PC meeting
- A single 1.5 to 2-hour training session on a different day/evening from the regular PC meeting, occurring in January or February 2024.

November 2023

Fiscal Year	Period	Posting Date	Fund	Funds Center	Commitme	Commitment item name	Amount to be	Text
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	47.22	PIZZA HUT 03743410302023XXXXXXXXXX399671
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	(45.24)	AMZN MKTP US 10302023XXXXXXXXXX497762
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	790.00	NVCC WFD 11012023XXXXXXXXXX399671
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	(37.77)	AMAZON.COM 11012023XXXXXXXXXX399671
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	(12.59)	AMAZON.COM 11012023XXXXXXXXXX399671
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	159.98	AMZN MKTP US*V4011012023XXXXXXXXXX399671
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	69.82	AMZN MKTP US*HM911022023XXXXXXXXXX399671
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	309.60	WAL-MART #2258 11032023XXXXXXXXXX497762
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	420.41	WAL-MART #2258 11032023XXXXXXXXXX497762
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	446.07	AMAZON.COM*YV8EF11032023XXXXXXXXXX399671
2024	5	11/06/2023	400-C40045	G797910001	544540	Credit Card Expense	279.14	AMAZON.COM*6I5L911032023XXXXXXXXXX399671
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	10.00	VCN*VIRGINIASCC 11062023XXXXXXXXXX497762
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	109.80	AMAZON.COM*M64HE11062023XXXXXXXXXX399671
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	265.84	AMAZON.COM*UY6NE11062023XXXXXXXXXX399671
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	47.97	AMAZON.COM*R98AD11072023XXXXXXXXXX399671
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	89.00	SMARTHORIZONS 11072023XXXXXXXXXX399671
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	15.94	AMZN MKTP US*PN311072023XXXXXXXXXX497762
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	39.99	AMZN MKTP US*P4411072023XXXXXXXXXX497762
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	303.78	WAL-MART #2258 11092023XXXXXXXXXX497762
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	97.00	WAL-MART #2258 11092023XXXXXXXXXX497762
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	15.99	AMAZON.COM*PX3G911092023XXXXXXXXXX399671
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	669.00	IN *SAFE DRIVING11102023XXXXXXXXXX399671
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	22.36	SHOPPERS FOOD / 11102023XXXXXXXXXX497762
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	111.64	GIANT 0760 11102023XXXXXXXXXX497762
2024	5	11/13/2023	400-C40045	G797910001	544540	Credit Card Expense	176.34	SQ *APPLE SPICE 11102023XXXXXXXXXX497762
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	1,199.99	AMZN MKTP US*6L411132023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	87.84	AMAZON.COM*GK9CF11132023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	336.66	AMAZON.COM*3G1PP11132023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	167.60	AMZN MKTP US*ZK811142023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	69.82	AMZN MKTP US*AC011142023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	69.82	AMZN MKTP US*U8311142023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	83.98	AMZN MKTP US*4E411142023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	31.88	AMZN MKTP US*GP611142023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	144.99	AMZN MKTP US*1Y511142023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	69.82	AMZN MKTP US*YG411152023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	125.00	FSP*COUNCIL FOR 11152023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	49.99	AMZN MKTP US*6M611152023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	564.02	AMAZON.COM*2S44511162023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	253.28	AMAZON.COM*J58K411162023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	285.75	PIZZA HUT 03743411172023XXXXXXXXXX497762
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	94.20	PIZZA HUT 03743411172023XXXXXXXXXX497762
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	312.00	PLAK SMACKER 11172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 11172023XXXXXXXXXX399671

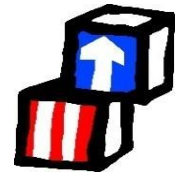
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	223.50	AMZN MKTP US*G4611172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*77111172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	171.92	AMZN MKTP US*7Z211172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	69.82	AMZN MKTP US*5O611172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	100.64	AMAZON.COM*7G9QA11172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	100.64	AMAZON.COM*3A0I011172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	587.65	AMAZON.COM*1N3C211172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	100.64	AMAZON.COM*QT2P411172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	100.64	AMAZON.COM*OE83G11172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	100.64	AMAZON.COM*N53VK11172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*HA311172023XXXXXXXXXX399671
2024	5	11/20/2023	400-C40045	G797910001	544540	Credit Card Expense	125.80	AMAZON.COM*JU3EV11172023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	344.98	HILTON ADVPURCH811202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 11202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	1,000.00	PAYPAL *LIVEBIND11202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	(49.99)	AMZN MKTP US 11202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	69.82	AMZN MKTP US*7Q811202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	104.88	AMZN MKTP US*BG011202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	212.26	AMZN MKTP US*GN211202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	274.84	AMZN MKTP US*YH311202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	371.08	AMAZON.COM*3669V11202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	69.50	AMZN MKTP US*XT411202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	172.62	AMZN MKTP US*H8211202023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	72.58	AMAZON.COM*T14CR11212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	749.00	NATIONAL HEAD ST11212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	47.21	AMAZON.COM*U90V011212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	58.79	AMZN MKTP US*E8811212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	59.00	AMZN MKTP US*MM411212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	70.30	AMZN MKTP US*Y9011212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	74.99	AMAZON.COM*QA21N11212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	74.99	AMAZON.COM*6B05M11212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	47.21	AMAZON.COM*7H55E11212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	15.99	AMZN MKTP US*B3711212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	125.00	FSP*COUNCIL FOR 11212023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	240.30	THE HOME DEPOT #11222023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	1,092.50	THE HOME DEPOT #11222023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	471.13	UNITED 01623411222023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 11222023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	953.27	AMZN MKTP US*4W911222023XXXXXXXXXX399671
2024	5	11/27/2023	400-C40045	G797910001	544540	Credit Card Expense	429.98	AMAZON.COM*XF03J11242023XXXXXXXXXX399671

Total 17,461.01



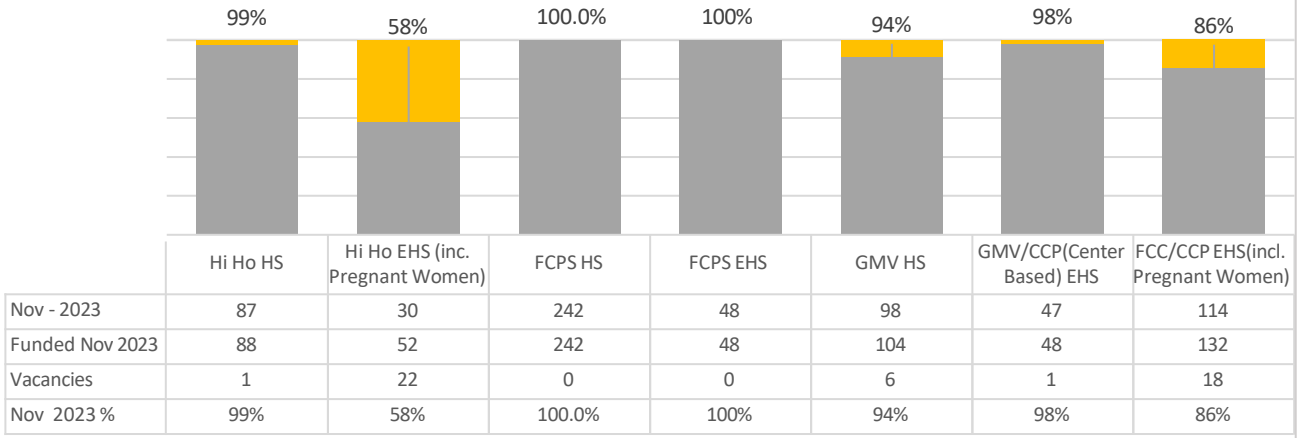
# Monthly Enrollment Statistics

Month ending November 30, 2023  
presented to the Policy Council

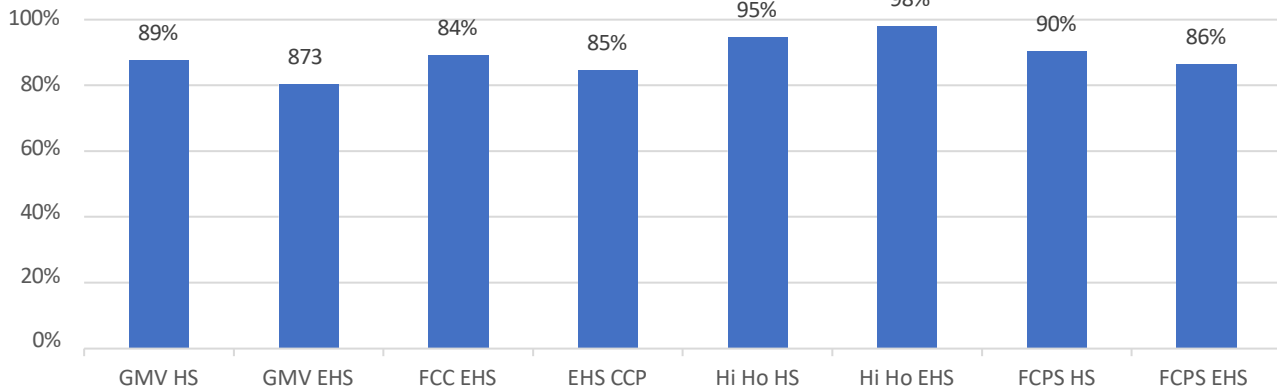


## Actual Enrollment vs. Funded Enrollment

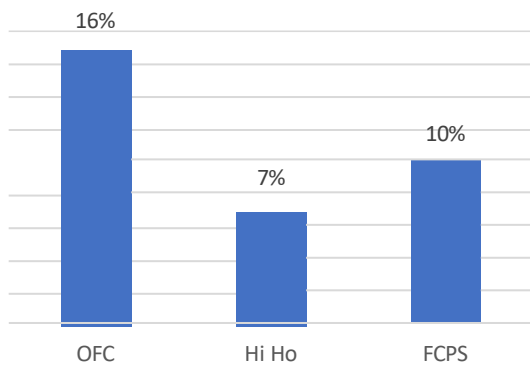
End of month report - includes vacancies of less than 30 days



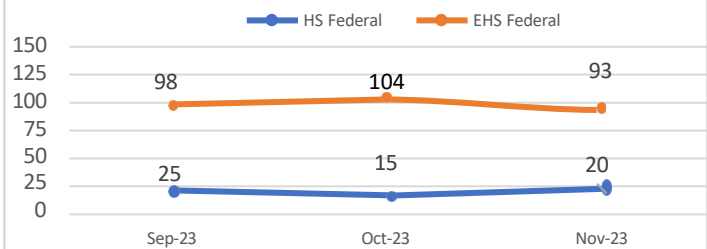
## Average Daily Attendance for the Month



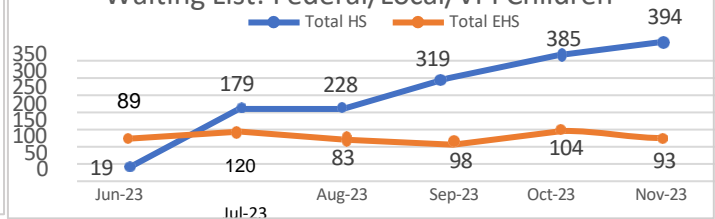
## Children Served with Disabilities (IEP or IFSP)



## Waiting List: PY23-24 Federal Children



## Waiting List: Federal/Local/VPI Children





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

**November 2023 GMV USDA Meal Count and Attendance Report**

**Days of Operation:** 16 days of service

**Total Child Participation:** 169

**Total Meals Served:** 6,237

**Breakfast:** 2,079

**Lunch:** 2,095

**Snack:** 2,063

**Total Cost of Food:** \$ 36,439.89

**Report prepared by:**

*Marelisa González*

---

Marelisa González, MPH, RDN, LDN  
Nutrition Specialist

**December 14th, 2023**