

FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#
Phone: +1 571-429-5982, 393480480#
May 23, 2024

2024

Policy Council Executive Officers

Elizabeth Benson
Chairperson

Jeanne Armstrong
Vice Chairperson

Audriana Pickett
Secretary

Ana Salas Montes
Treasurer

Qurat Ul Ain Butt
Parliamentarian

OFC Head Start Admin Office Contacts

Janet Stewart
Director

Maasoomeh Pouravaz
PFCE Specialist

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

Qurat Ul Ain Butt- Parliamentarian

Business Meeting

Elizabeht Benson- Chairperson

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

Treasurer's Report

Ana Salas Montes

Fiscal Reports

David Walker, Fiscal Specialist

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

Personnel Approval

Janet Stewart, Director

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 – June 27, 2024, at GMV

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

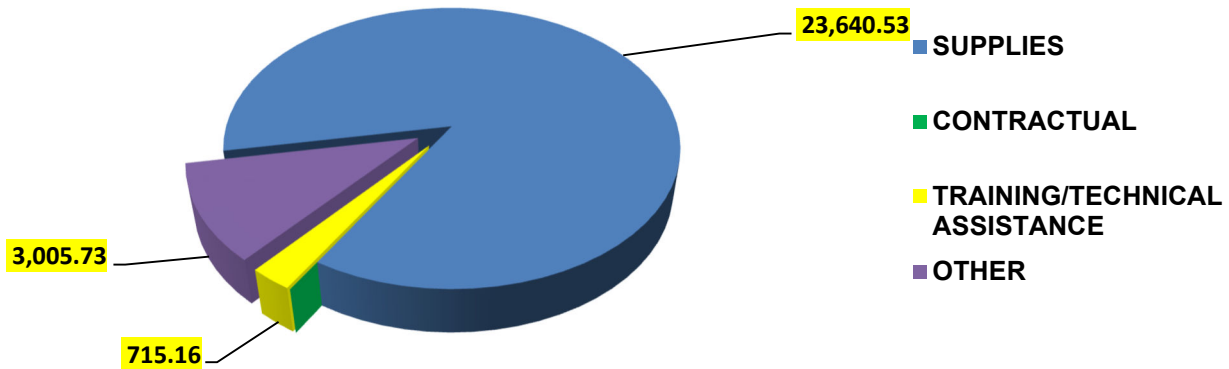
PPC FISCAL Action Items

FY 2024 Budget Review

REQUIRED FISCAL REPORTING YTD Expenditure Report as of **April 30, 2024**

Credit Card Expense Summary (Activity for **April 2024**) - **\$27,361.42**

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
YTD Actual	2	\$4,121,229.00	\$4,025,753.53	\$135,208.13	\$ 8,282,190.66
Encumbrances	3	\$ 25,644.70	\$ 166,173.91	\$ -	\$ 191,818.61
Budget Remaining	4	\$ 1,304,393.30	\$ 1,244,094.56	\$ 35,104.87	\$ 2,583,592.73
Percent Spent YTD	5	75.60%	74.06%	79.39%	74.90%

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
YTD Actual	7	\$ 1,275,246.10	\$ 1,359,006.00	\$ 2,634,252.10
(Over)/ Under Required Amount	8	\$ 87,570.90	\$ -	\$ 87,570.90

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.

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

Fiscal Year	Period	Posting Date	Commitment	Commitment item name	Amount to be	Text
2024	10	04/01/2024	544540	Credit Card Expense	150.75	PIZZA HUT 03743403252024XXXXXXXXXX497762
2024	10	04/01/2024	544540	Credit Card Expense	104.44	GIANT 0760 03252024XXXXXXXXXX497762
2024	10	04/01/2024	544540	Credit Card Expense	22.50	DOLLAR TREE 03252024XXXXXXXXXX497762
2024	10	04/01/2024	544540	Credit Card Expense	32.91	SHOPPERS FOOD / 03252024XXXXXXXXXX497762
2024	10	04/01/2024	544540	Credit Card Expense	150.00	PAYPAL *CATHOLIC03252024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	205.54	AMZN MKTP US*RA103252024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	69.82	AMZN MKTP US*RH003252024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	42.08	AMZN MKTP US*RH203252024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	251.70	AMAZON.COM*RA6G403252024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	218.55	AMAZON.COM*RA5PP03252024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	112.64	AMAZON.COM*RH9EL03252024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	45.00	NAFCC 03262024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	9.99	AMAZON.COM*RH7TP03262024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	111.84	AMAZON.COM*RA5AF03262024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	111.84	AMAZON.COM*RA0RL03262024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	112.64	AMAZON.COM*RA8F203262024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	111.84	AMAZON.COM*RH2ZG03262024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	1,150.00	MAGGIANOS SPRING03272024XXXXXXXXXX497762
2024	10	04/01/2024	544540	Credit Card Expense	35.97	WALMART.COM 03272024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	1,189.84	NOODLE SOUP 03272024XXXXXXXXXX399671
2024	10	04/01/2024	544540	Credit Card Expense	725.00	LIVEBINDERS.COM 03292024XXXXXXXXXX399671
2024	10	04/08/2024	544540	Credit Card Expense	1,040.69	4IMPRINT, INC 04012024XXXXXXXXXX399671
2024	10	04/08/2024	544540	Credit Card Expense	1,325.92	4IMPRINT, INC 04022024XXXXXXXXXX399671
2024	10	04/08/2024	544540	Credit Card Expense	96.43	GIANT 0760 04042024XXXXXXXXXX497762
2024	10	04/08/2024	544540	Credit Card Expense	125.00	FSP*COUNCIL FOR 04042024XXXXXXXXXX399671
2024	10	04/08/2024	544540	Credit Card Expense	258.48	4IMPRINT, INC 04042024XXXXXXXXXX399671
2024	10	04/08/2024	544540	Credit Card Expense	47.95	AMZN MKTP US*C6304052024XXXXXXXXXX399671
2024	10	04/08/2024	544540	Credit Card Expense	100.00	IN *CETRA US, LL04052024XXXXXXXXXX399671
2024	10	04/15/2024	544540	Credit Card Expense	177.73	SHOPPERS FOOD / 04082024XXXXXXXXXX497762
2024	10	04/15/2024	544540	Credit Card Expense	151.05	WAL-MART #5880 04082024XXXXXXXXXX399671
2024	10	04/15/2024	544540	Credit Card Expense	162.67	AMAZON.COM*FU21R04082024XXXXXXXXXX399671
2024	10	04/15/2024	544540	Credit Card Expense	225.15	GIANT 0760 04092024XXXXXXXXXX497762
2024	10	04/15/2024	544540	Credit Card Expense	67.56	AMAZON.COM*X158X04102024XXXXXXXXXX399671
2024	10	04/15/2024	544540	Credit Card Expense	50.65	GIANT 0760 04102024XXXXXXXXXX497762
2024	10	04/15/2024	544540	Credit Card Expense	34.98	AMZN MKTP US*17104102024XXXXXXXXXX399671
2024	10	04/15/2024	544540	Credit Card Expense	176.11	AMZN MKTP US*FE904102024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	209.97	HOMEDEPOT.COM 04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	179.98	HOMEDEPOT.COM 04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	179.98	HOMEDEPOT.COM 04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	179.98	HOMEDEPOT.COM 04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	139.98	HOMEDEPOT.COM 04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	139.98	HOMEDEPOT.COM 04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	89.99	HOMEDEPOT.COM 04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	35.88	THE HOME DEPOT #04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	17.94	THE HOME DEPOT #04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	53.82	THE HOME DEPOT #04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	53.82	THE HOME DEPOT #04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	11.96	THE HOME DEPOT #04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	71.76	THE HOME DEPOT #04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	(71.76)	THE HOME DEPOT #04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	113.62	THE HOME DEPOT #04152024XXXXXXXXXX399671
2024	10	04/22/2024	544540	Credit Card Expense	101.66	THE HOME DEPOT #04152024XXXXXXXXXX399671
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2024	10	04/22/2024	544540	Credit Card Expense	53.82	THE HOME DEPOT #04152024XXXXXXXXXX399671
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2024	10	04/22/2024	544540	Credit Card Expense	53.82	THE HOME DEPOT #04152024XXXXXXXXXX399671
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2024	10	04/22/2024	544540	Credit Card Expense	26.91	THE HOME DEPOT #04152024XXXXXXXXXX399671
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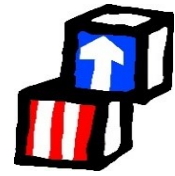
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2024	10	04/29/2024	544540	Credit Card Expense	115.49	AMAZON.COM*BN8R404222024XXXXXXXXXX399671
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2024	10	04/29/2024	544540	Credit Card Expense	1,618.65	CP *CRICKET MEDI04222024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	159.74	AMAZON.COM*8U8MA04222024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	324.74	AMAZON.COM*4G6SN04222024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	225.98	AMAZON.COM*I36XH04222024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	94.48	WAL-MART #2258 04232024XXXXXXXXXX497762
2024	10	04/29/2024	544540	Credit Card Expense	49.98	WAL-MART #2258 04232024XXXXXXXXXX497762
2024	10	04/29/2024	544540	Credit Card Expense	69.66	HOMEDEPOT.COM 04252024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	69.66	HOMEDEPOT.COM 04252024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	69.66	HOMEDEPOT.COM 04252024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	69.66	HOMEDEPOT.COM 04252024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	69.66	HOMEDEPOT.COM 04252024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	69.66	HOMEDEPOT.COM 04252024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	29.98	TARGET 0004242024XXXXXXXXXX497762
2024	10	04/29/2024	544540	Credit Card Expense	(44.85)	THE HOME DEPOT #04252024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	175.00	FCPS ACE TUITION04252024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	126.32	AMAZON.COM*D42SJ04252024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	176.31	AMAZON.COM*8J9LR04262024XXXXXXXXXX497762
2024	10	04/29/2024	544540	Credit Card Expense	210.60	AMZN MKTP US*XR504262024XXXXXXXXXX399671
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2024	10	04/29/2024	544540	Credit Card Expense	96.98	WAL-MART #5880 04262024XXXXXXXXXX399671
2024	10	04/29/2024	544540	Credit Card Expense	8.97	WALMART.COM 04262024XXXXXXXXXX399671
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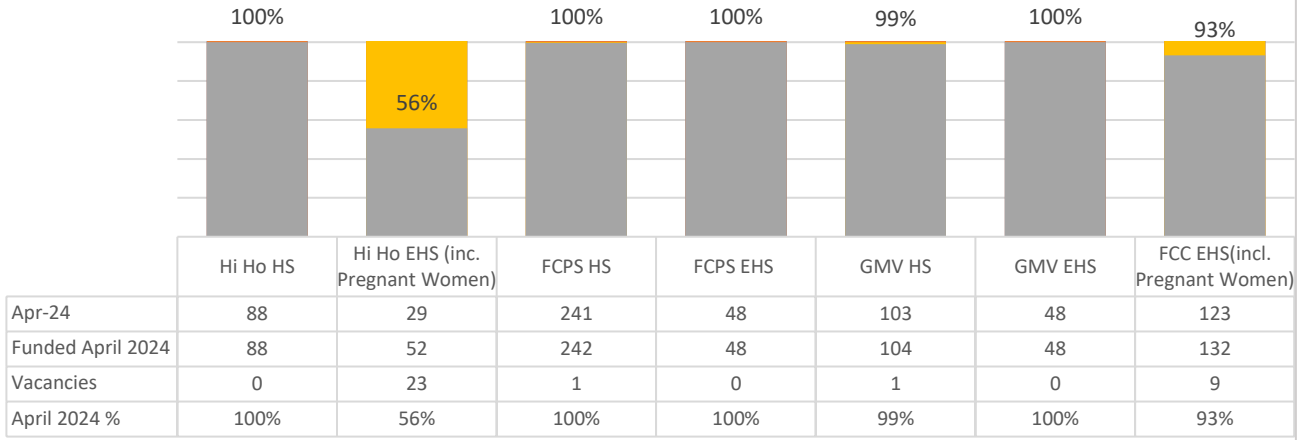
Monthly Enrollment Statistics

Month ending April 30, 2024
presented to the Policy Council

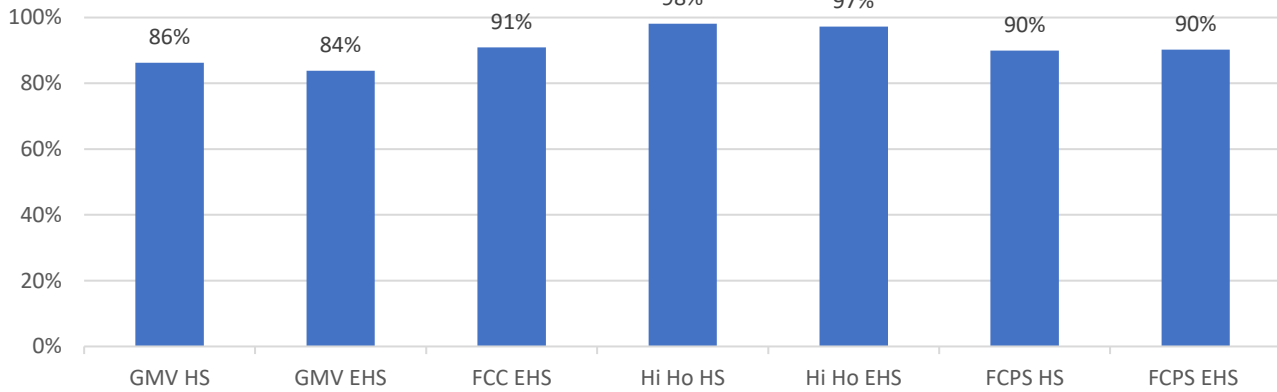


Actual Enrollment vs. Funded Enrollment

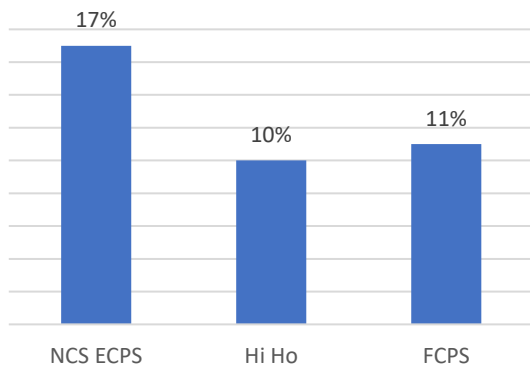
End of month report - includes vacancies of less than 30 days



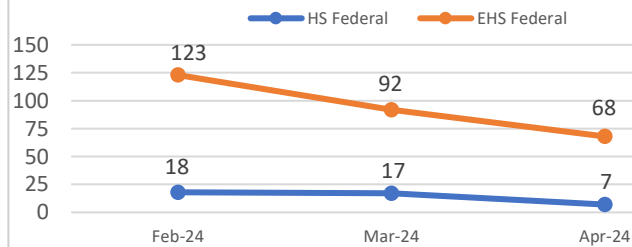
Average Daily Attendance for the Month



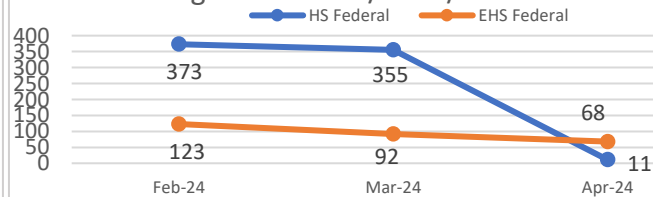
Children Served with Disabilities (IEP or IFSP)



Waiting List: PY23-24 Federal Children



Waiting List: Federal/Local/VPI Children





Fairfax County Early Childhood Program Services

Head Start Program

Greater Mount Vernon USDA/Meal Count and Attendance Report

April 2024

Days of Operation: 20 days of service

Total Child Participation: 203

Total Meals Served and Claimed: 9,860

Breakfast: 3,235

Lunch: 3,294

Snack: 3,331

Total Cost of Food: \$46,493.73

Report prepared by:

Marelisa González

Marelisa González, MPH, RDN, LDN
Nutrition Specialist

May 7th, 2024