

# FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#

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

May 22, 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 March Meeting Minutes

### 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

### Program Governance Training

### PC Member Updates

### Adjourn

*Next meeting – June 26, 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.*

Qurat Ul Ain Butt- Parliamentarian

Yesenia Tobar- Chairperson

Ana Salas Montes- Treasurer

David Walker, Fiscal Specialist

Maasoomah Pouravaz- PFCE Specialist

David Walker-Fiscal Specialist

Members



Head Start Policy Council Annual Budget Report 2024/2025 Month Ending April 2025

Head Start Policy Council Annual Budget Report 2024/2025				
APRIL 2025				
Check Date	Check Number	Payee	AMOUNT	Budget Category
			-	
			-	
			-	
			-	

Bank Service Charge	19.87	Checking Account Services
<b>Total</b>	<u>\$ 19.87</u>	

<b>Budget Totals</b>	
Child Care	-
Meeting Stipend	-
Conferences/Training/Activities	-
Refreshments	-
Voided Charges	-
Stipend Fund - Interview/Other	-
Checking Account Services	19.87
<b>Total</b>	<u>\$ 19.87</u>

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CHECKBOOK ACTIVITY					
<b>Cash Balance at Beginning of Month</b>				10,216.28	
Add: Total Receipts For Month (including bank interest)					
				+	-
				+	-
Subtract: Total Checks and Other Expenses (including bank fees)					
				-	(525.00)
					(19.87)
					-
					-
<b>Cash Balance at End of Month</b>				=	9,671.41
BANK ACTIVITY					
<b>Ending Balance from Bank Statement</b>					9,671.41
Add: Outstanding Deposits (include date of deposit)					
				+	
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 Hendulls	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
04/28/16	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	5856	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 - Lost Check & Rewritten	-		07/19/19
07/25/19	5949	Heather Thomas - Lost Check & Rewritten	-		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	Fatiha 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	Fatiha Abderraziq	15.00		07/18/21



Head Start Policy Council Annual Budget Report 2024/2025 Month Ending April 2025

BUDGET ITEM	2024-2025 BUDGET	July	August	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Expenses YTD	Balance	% Bud. Spent YTD
Child Care	2,000,00	-	-	-	65,00	-	-	-	-	-	-	-	-	65,00	1,935,00	3,3%
Meeting Stipends	1,800,00	-	-	240,00	120,00	210,00	-	420,00	-	345,00	-	-	-	1,335,00	465,00	74,2%
Conferences/Training/Activities	6,470,00	-	-	-	-	-	-	60,00	-	165,00	-	-	-	225,00	6,245,00	3,5%
Refreshments	2,200,00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,200,00	0,0%
Stipend Fund - Interview/Other	1,450,00	-	-	315,00	30,00	30,00	-	120,00	-	60,00	-	-	-	555,00	895,00	38,3%
Voided Charges	-	-	-	-	-	-	-	-	-	30,00	-	-	-	30,00	(30,00)	0,0%
Checking Account Services	360,00	19,69	20,64	20,13	60,06	20,84	21,62	21,21	20,01	22,28	19,87	-	-	246,35	113,65	68,4%
<b>Total</b>	<b>14,280,00</b>	<b>19,69</b>	<b>20,64</b>	<b>575,13</b>	<b>275,06</b>	<b>260,84</b>	<b>21,62</b>	<b>621,21</b>	<b>20,01</b>	<b>562,28</b>	<b>19,87</b>	<b>-</b>	<b>-</b>	<b>2,426,35</b>	<b>11,853,65</b>	<b>17,0%</b>

Reconciled Beginning Cash Balance as of June 30, 2024 \$ 12,567,76  
 Appropriation from Cash Reserves -  
 Transfer to PC account -  
 Ending Cash Balance \$ 10,171,41



# Head Start At-a-Glance



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

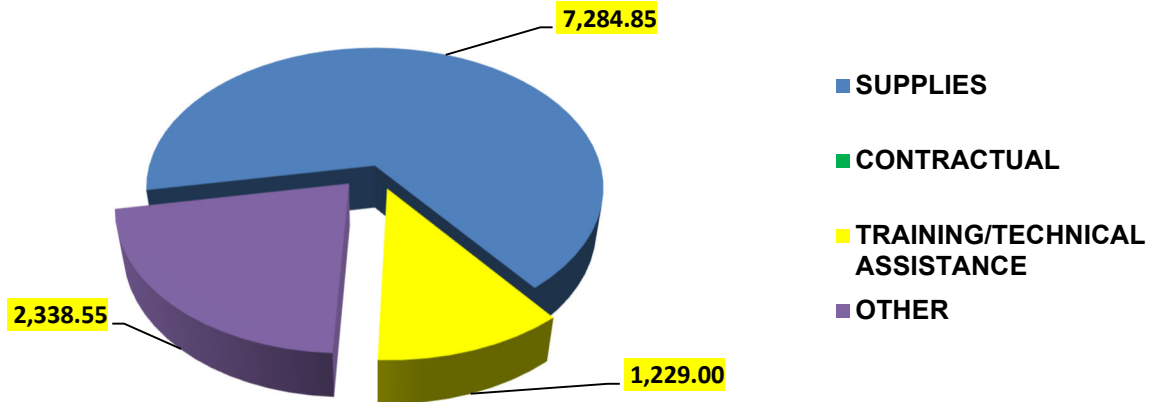
PPC FISCAL Action Items

**FY 2025 Budget Review**

### REQUIRED FISCAL REPORTING YTD Expenditure Report as of **April 30, 2025**

Credit Card Expense Summary (Activity for **April 2025**) - **\$10,852.40**

#### 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	\$ 206,154.00	\$ 11,345,241.00
<b>YTD Actual</b>	<b>2</b>	<b>\$4,751,291.67</b>	<b>\$4,557,946.69</b>	<b>128,420.11</b>	<b>\$ 9,437,658.47</b>
Encumbrances	3	\$ 84,419.03	\$ 184,386.84	\$ -	\$ 268,805.87
Budget Remaining	4	\$ 742,026.30	\$ 819,016.47	\$ 77,733.89	\$ 1,638,776.67
Percent Spent YTD	5	85.18%	81.96%	62.29%	83.19%

NON-FEDERAL SHARE MATCH (NFS)				
Description	#	Head Start (HS)	Early Head Start (EHS)	Total
NFS Match Required Amount	6	\$ 1,394,435	\$ 1,390,338	\$ 2,784,772
<b>YTD Actual</b>	<b>7</b>	<b>\$ 1,031,352</b>	<b>\$ 1,390,338</b>	<b>\$ 2,421,690</b>
(Over)/ Under Required Amount	8	\$ 363,082	\$ -	\$ 363,082

#### NOTES:

A – Program Year – FY25: July 1, 2024, through June 30, 2025

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.

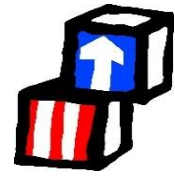
E – Federal Budget includes the 2.35% Cost of Living Adjustment (COLA).





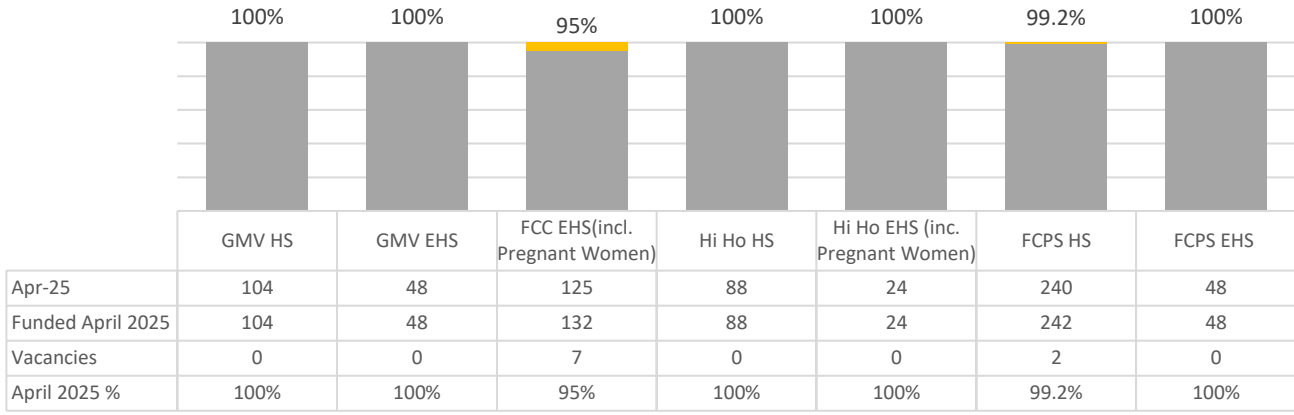
# Monthly Enrollment Statistics

Month ending April 30, 2024  
presented to the Policy Council

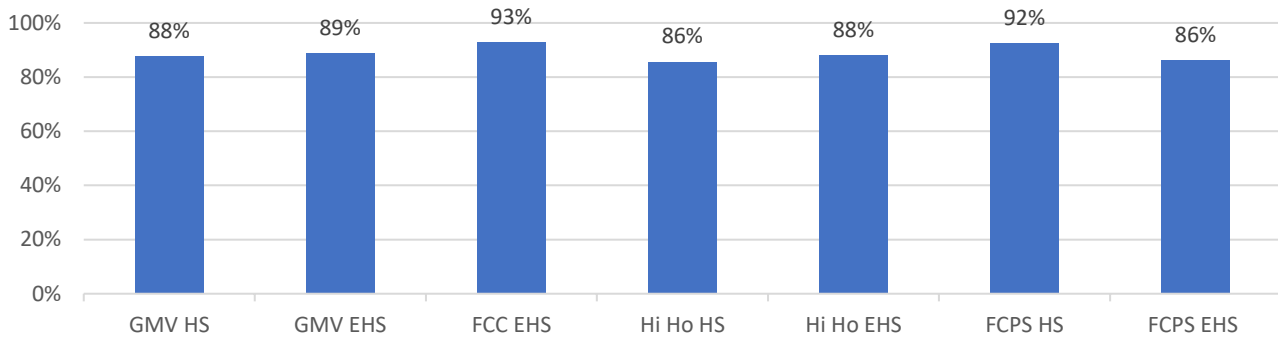


## Actual Enrollment vs. Funded Enrollment

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

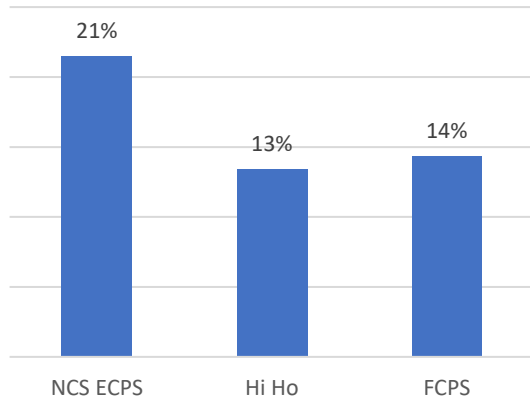


## Average Daily Attendance for the Month

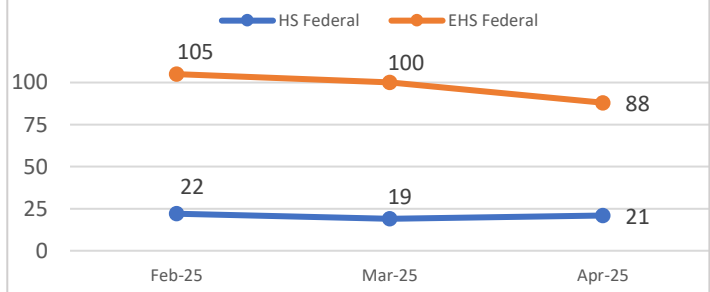


## Children Served with Disabilities (IEP or IFSP)

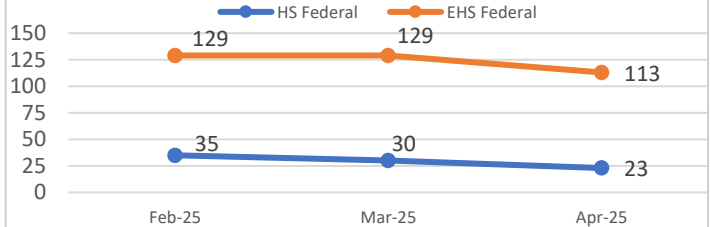
\*Cumulative total: 17%



## Waiting List: PY24-25 Federal Children \*Completed/Verified Applications



## Waiting List: PY24-25 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 April 2025

Days of Operation: 17

Total Child Participation: 196

Total Meals Served and Claimed: 8,640

Breakfast: 2,878

Lunch: 2,915

Snack: 2,847

Total Cost of Food: \$ 41,663.99

Report prepared by:

*Marelisa González*

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Marelisa González, MPH, RDN, LDN

Nutrition Specialist/Registered Dietitian Nutritionist

May 13th, 2025