

FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#

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

August 28, 2025

Qurat Ul Ain Butt- Parliamentarian

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 July 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

Supplemental Application for Nutrition Support

PC Member Updates

Adjourn

Next meeting – September 25, 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

Ana Salas Montes- Treasurer

David Walker, Fiscal Specialist

Janet Stewart- Director

Janet Stewart-Director

Members



Head Start Policy Council Annual Budget Report 2025/2026

JULY 2025

Check Date	Check Number	Payee	AMOUNT	Budget Category
07/29/25	6683	Yesenia Tobar	15,00	July PC Mtg
07/30/25	6684	Nicole Tapia	30,00	June & July PC Mtg
07/31/25	6685	Alexandra Pitt	15,00	July PC Mtg
08/01/25	6686	Qurat Ul Ain Butt	30,00	June & July PC Mtg
08/02/25	6687	Katy Mahoney	30,00	June & July PC Mtg
08/03/25	6688	Rolia Abdalla	15,00	July PC Mtg
08/04/25	6689	Ahmed Mohamed	15,00	July PC Mtg
08/05/25	6690	Xotchil Garcia	15,00	June PC Mtg
08/06/25	6691	Farima Nazary	15,00	June PC Mtg
08/07/25	6692	Ana Salas	75,00	July PC Mtg + May & June Treasury Report
			-	
			-	
			-	

Bank Service Charge	21,33	Checking Account Services
Total	\$ 276,33	

Budget Totals

Child Care	-
Meeting Stipend	195,00
Conferences/Training/Activities	-
Refreshments	-
Voided Charges	-
Stipend Fund - Interview/Other	60,00
Checking Account Services	21,33
Total	\$ 276,33

YTD Budget Report July 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	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00	0.0%
Meeting Stipends	1,800.00	195.00	-	-	-	-	-	-	-	-	-	-	-	195.00	1,605.00	10.8%
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	-	-	-	-	-	-	-	-	-	-	-	60.00	1,390.00	4.1%
Voided Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Checking Account Services	360.00	21.33	-	-	-	-	-	-	-	-	-	-	-	21.33	338.67	5.9%
Total	14,280.00	276.33	-	-	-	-	-	-	-	-	-	-	-	276.33	14,003.67	1.9%

Reconciled Beginning Cash Balance as of June 30, 2025 \$ 9.404,86

Appropriation from Cash Reserves

Transfer to PC account

Ending Cash Balance

<u>CHECKBOOK ACTIVITY</u>					
Cash Balance at Beginning of Month				9.404,86	
Add: Total Receipts For Month <i>(including bank interest)</i>					
			+	-	
			+	-	
Subtract: Total Checks and Other Expenses <i>(including bank fees)</i>					
			-	(15,00)	<i>total of checks this month</i>
				(21,33)	<i>bank service charge</i>
				-	<i>check order</i>
			-		
Cash Balance at End of Month				= 9.368,53	
<u>BANK ACTIVITY</u>					
Ending Balance from Bank Statement				9.368,53	
Add: Outstanding Deposits <i>(include date of deposit)</i>					
			+		<i>total of outstanding deposits</i>
Subtract: Outstanding Checks <i>(include date and check number)</i>					
	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

	03/25/21	6176	Fatiha 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	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	Shart'e 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	Shart'e McDaniel	15,00		02/07/23
	10/10/22	6370	Shayna Brunson	15,00		02/07/23
	10/10/22	6375	Shart'e McDaniel	15,00		02/07/23
	10/10/22	6376	Shayna Brunson	15,00		02/07/23
	10/10/22	6382	Shart'e McDaniel	15,00		02/07/23
	10/10/22	6389	Shart'e McDaniel	15,00		02/07/23
	10/10/22	6391	Naisha 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 Mohaned	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
	07/27/23	6511	Bayarmaa Tserendorj	15,00		11/24/23
	08/24/23	6535	Bayarmaa Tserendorj	15,00		12/22/23
	10/26/23	6542	Bamaa Dvorakova	15,00		02/23/24
	10/26/23	6545	Smahir Abdalgail	15,00		02/23/24
	10/26/23	6548	Bamaa Dvorakova	15,00		02/23/24
	02/28/24	6562	Bayarmaa Tserendorj	15,00		06/27/24
	02/28/24	6572	Farima Nazary	15,00		06/27/24
	02/28/24	6573	Monica Jones	15,00		06/27/24
	02/28/24	6575	Rasikhah Addy	15,00		06/27/24
	02/28/24	6583	Monica Jones	15,00		06/27/24
	04/25/24	6688	Rhina Ayala	65,00		08/23/24
	10/07/24	6601	Monica Jones	15,00		02/04/25
	10/01/24	6611	Farima Nazary	15,00		01/29/25
	11/26/24	6624	Nicole Tapia	15,00		03/26/25
	11/26/24	6625	Xotchil Garcia	15,00		03/26/25
	02/04/25	6652	Ahmed Mohamed	15,00		06/04/25
	02/04/25	6654	Alexandra Pitts	30,00		06/04/25
	05/29/25	6681	Ahmed Mohamed	15,00		09/26/25
	07/29/25	6683	Yesenia Tobar	15,00		11/26/25
	07/30/25	6684	Nicole Tapia	30,00		11/27/25
	07/31/25	6685	Alexandra Pitt	15,00		11/28/25
	08/01/25	6686	Qurat Ui Ain Butt	30,00		11/29/25
	08/02/25	6687	Katy Mahoney	30,00		11/30/25
	08/03/25	6688	Rolia Abdalla	15,00		12/01/25
	08/04/25	6689	Ahmed Mohamed	15,00		12/02/25
	08/05/25	6690	Xotchil Garcia	15,00		12/03/25
	08/06/25	6691	Farima Nazary	15,00		12/04/25
	08/07/25	6692	Ana Salas	75,00		12/05/25

				(1.630,00)		<i>total of outstanding checks</i>
				<u>7.738,53</u>		
Ending Reconciled Balance (should match check register)						



Head Start At-a-Glance



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

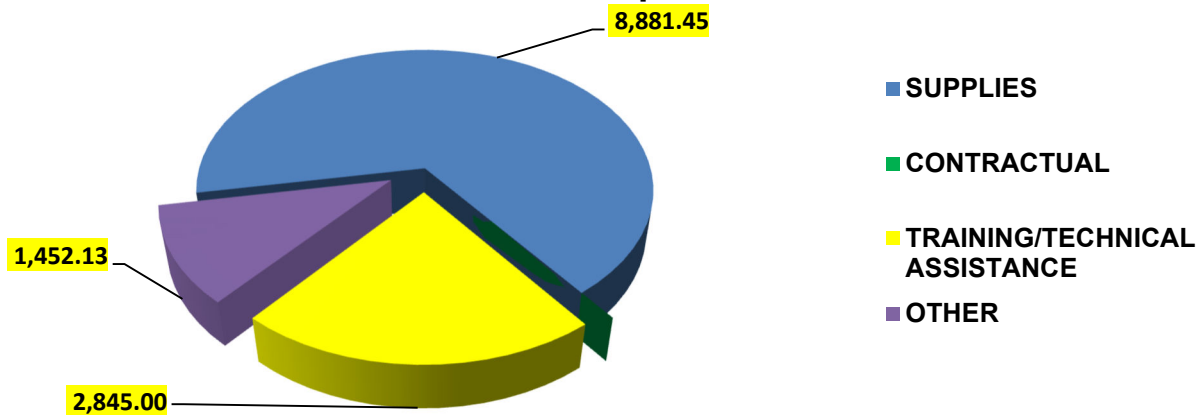
PPC FISCAL Action Items

FY 2026 Budget Review
Supplemental Funding Application Amendment

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

Credit Card Expense Summary (Activity for **July 2025**) - **\$13,178.58**

Credit Card Expenses



Grant Performance Summary

Note: As with the start of every new Fiscal Year, spending starts off slowly. Expenditures through July do not include any delegate expenditures as the July reimbursement requests were not due until 8/15/2025. Also, programs had summer break.

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	110,514.46	124,293.82	\$0.00	\$ 234,808.28
Encumbrances	3	\$ 958,505.25	\$ 519,014.00	\$ -	\$ 1,477,519.25
Budget Remaining	4	\$ 4,508,717.29	\$ 4,918,042.18	\$ 224,925.00	\$ 9,651,684.47
Percent Spent YTD	5	1.98%	2.23%	0.00%	2.07%

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	\$ -	\$ -	\$ -
(Over)/ Under Required Amount	8	\$ 1,394,435	\$ 1,390,337	\$ 2,784,772

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	Commitment	Commitment item name	Amount	Text
2026	1	07/07/2025	544540	Credit Card Expense	50.32	GIANT 0760 07022025XXXXXXXXXX497762
2026	1	07/07/2025	544540	Credit Card Expense	52.92	GIANT 0760 07022025XXXXXXXXXX497762
2026	1	07/07/2025	544540	Credit Card Expense	19.96	SHOPPERS FOOD / 07022025XXXXXXXXXX497762
2026	1	07/07/2025	544540	Credit Card Expense	140.36	SHOPPERS FOOD / 07022025XXXXXXXXXX497762
2026	1	07/07/2025	544540	Credit Card Expense	385.1	AMAZON.COM*N39R207032025XXXXXXXXXX399671
2026	1	07/07/2025	544540	Credit Card Expense	28.99	AMAZON MKTPL*N3707032025XXXXXXXXXX399671
2026	1	07/07/2025	544540	Credit Card Expense	299.52	IN *RONALD WASH 07042025XXXXXXXXXX399671
2026	1	07/07/2025	544540	Credit Card Expense	979.68	IN *RONALD WASH 07042025XXXXXXXXXX399671
2026	1	07/14/2025	544540	Credit Card Expense	475.16	AMAZON.COM*NL99A07072025XXXXXXXXXX399671
2026	1	07/14/2025	544540	Credit Card Expense	420.8	AMAZON.COM*NL5NW07092025XXXXXXXXXX399671
2026	1	07/14/2025	544540	Credit Card Expense	559.3	PLAK SMACKER 07092025XXXXXXXXXX399671
2026	1	07/14/2025	544540	Credit Card Expense	96.87	AMAZON.COM*NL39L07092025XXXXXXXXXX399671
2026	1	07/14/2025	544540	Credit Card Expense	1,459.65	AMAZON.COM*NL2K807092025XXXXXXXXXX399671
2026	1	07/14/2025	544540	Credit Card Expense	163.64	AMAZON.COM*NL9ZS07102025XXXXXXXXXX399671
2026	1	07/14/2025	544540	Credit Card Expense	12.61	SHOPPERS FOOD / 07112025XXXXXXXXXX497762
2026	1	07/21/2025	544540	Credit Card Expense	125	FSP*COUNCIL FOR 07142025XXXXXXXXXX399671
2026	1	07/21/2025	544540	Credit Card Expense	2,595.00	NATIONAL HEAD ST07142025XXXXXXXXXX399671
2026	1	07/21/2025	544540	Credit Card Expense	-96.87	AMAZON.COM 07142025XXXXXXXXXX399671
2026	1	07/21/2025	544540	Credit Card Expense	208.4	AMAZON MKTPL*ZM007162025XXXXXXXXXX399671
2026	1	07/21/2025	544540	Credit Card Expense	397.4	AMAZON.COM*TS48F07162025XXXXXXXXXX399671
2026	1	07/21/2025	544540	Credit Card Expense	42.22	AMAZON.COM*JA36J07162025XXXXXXXXXX399671
2026	1	07/21/2025	544540	Credit Card Expense	128.88	AMAZON.COM*BU93207162025XXXXXXXXXX399671
2026	1	07/21/2025	544540	Credit Card Expense	8.11	AMAZON MKTPL*KZ907172025XXXXXXXXXX399671
2026	1	07/21/2025	544540	Credit Card Expense	84.82	AMAZON MKTPL*R4007182025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	45	NAFCC 07212025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	127.44	AMAZON.COM*JT6XI07212025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	314.96	AMAZON.COM*2588R07212025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	425.79	AMAZON.COM*MG0BX07222025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	159.8	PLAK SMACKER 07222025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	119.9	PLAK SMACKER 07222025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	169.92	AMAZON.COM*OK56607232025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	69.91	GIANT 0760 07232025XXXXXXXXXX497762
2026	1	07/28/2025	544540	Credit Card Expense	111	GIANT 0760 07232025XXXXXXXXXX497762
2026	1	07/28/2025	544540	Credit Card Expense	155.34	AMAZON.COM*HY5BI07242025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	80	CDR 07242025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	297.36	AMAZON.COM*T17DQ07242025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	155.34	AMAZON.COM*2R3AD07242025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	159.8	PLAK SMACKER 07252025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	638.82	AMAZON.COM*ZJ3L907252025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	212.4	AMAZON.COM*YL8CE07252025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	525.34	AMAZON.COM*H09ZZ07252025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	760.53	AMAZON.COM*GL9K107252025XXXXXXXXXX399671
2026	1	07/28/2025	544540	Credit Card Expense	12.09	WAL-MART #2258 07252025XXXXXXXXXX497762
					\$13,178.58	



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Fairfax County Neighborhood and Community Services (NCS) Early Childhood Programs and Services (ECPS) is requesting Policy Council approval of the application amendment for one-time supplemental funding to support nutrition services and education. This application amendment will enable the County to upgrade kitchen equipment and appliances and purchase nutrition related supplies and activities.

Head Start

July 1, 2025 through June 30, 2026

Detailed Line Item Budget Grant #03CH012068 Supplement – Nutrition Amendment					
Program	ACF Grantee	Local Cash (Grantee)	ACF HiHo	Local Cash (HiHo)	Total Program
Equipment	\$36,069	\$10,905	\$0	\$0	\$46,974
Supplies	\$7,552	\$0	\$5,962	\$1,490	\$15,004
Contractual	\$0	\$0	\$1,796	\$449	\$2,245
Other	\$0	\$0	\$4,131	\$1,033	\$5,164
Total PA 22	\$43,621	\$10,905	\$11,889	\$2,972	\$69,387

Early Head Start

July 1, 2025 through June 30, 2026

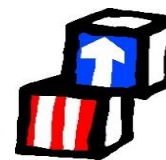
Detailed Line Item Budget Grant #03CH012068 Supplement – Nutrition Amendment					
Program	ACF Grantee	Local Cash (Grantee)	ACF HiHo	Local Cash (HiHo)	Total Program
Equipment	\$18,973	\$9,125	\$0	\$0	\$28,098
Supplies	\$17,530	\$0	\$4,906	\$1,226	\$23,662
Contractual	\$0	\$0	\$490	\$122	\$612
Other	\$0	\$0	\$1,127	\$282	\$1,409
Total PA 25	\$36,503	\$9,125	\$6,523	\$1,630	\$53,781

The total Supplemental Funds request is \$123,168, including \$98,536 in Federal funds and \$24,632 in Local Cash Match.



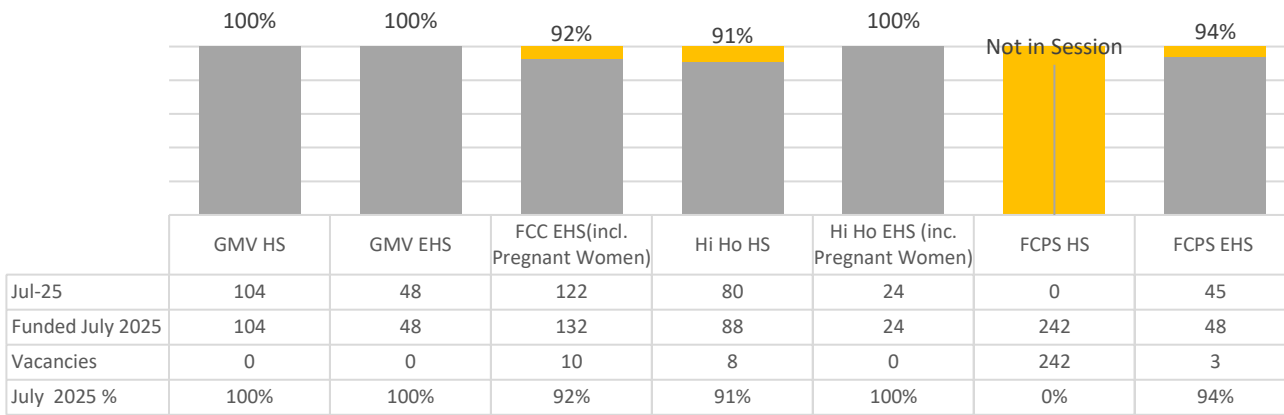
Monthly Enrollment Statistics

Month ending July 31, 2025
presented to the Policy Council

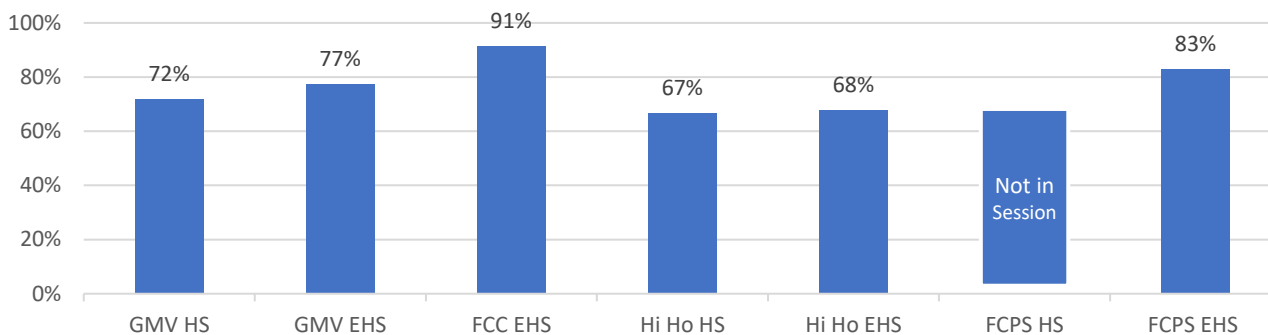


Actual Enrollment vs. Funded Enrollment

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

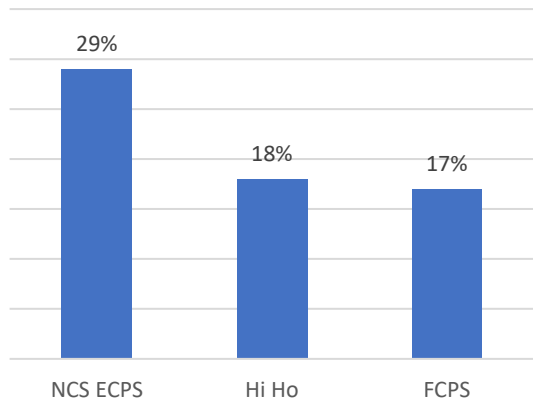


Average Daily Attendance for the Month

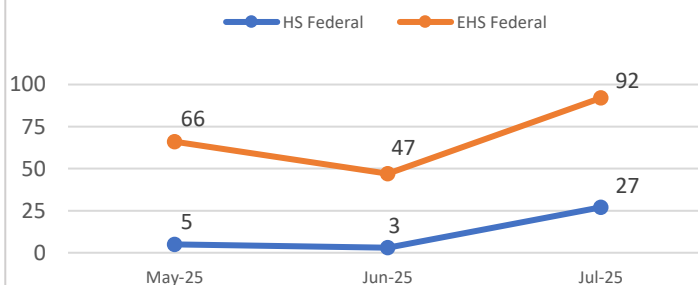


Children Served with Disabilities (IEP or IFSP)

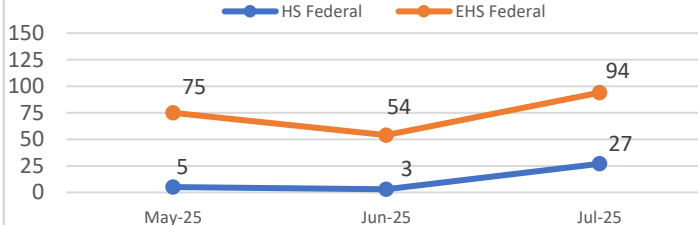
*Cumulative total: 22%
*No data for July/June numbers



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 July 2025

Days of Operation: 21

Total Child Participation: 180

Total Meals Served and Claimed: 8,431

Breakfast: 2,802

Lunch: 2,857

Snack: 2,772

Total Cost of Food: \$46,517.84

Report prepared by:

Mareliisa González

Mareliisa González, MPH, RDN, LDN

Nutrition Specialist/Registered Dietitian Nutritionist

August 18, 2025