

FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#

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

September 25, 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 August 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

CAAB Representative Nomination – Nicole Tapia

PC Member Updates

Adjourn

Next meeting – October 23, 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

Yesenia Tobar- Chairperson

Ana Salas Montes- Treasurer

David Walker, Fiscal Specialist

Janet Stewart- Director

Yesenia Tobar- Chairperson

Members



CHECKBOOK ACTIVITY						
Cash Balance at Beginning of Month					9,368.53	
Add: Total Receipts For Month (including bank interest)						
				+	-	
				+	-	
Subtract: Total Checks and Other Expenses (including bank fees)						
				-	(210.00)	total of checks this month
					(19.74)	bank service charge
					-	check order
				-		
Cash Balance at End of Month					=	9,138.79
BANK ACTIVITY						
Ending Balance from Bank Statement						9,138.79
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 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
	07/31/25	6685	Alexandra Pitt	15,00		11/28/25
	08/04/25	6689	Ahmed Mohamed	15,00		12/02/25
	09/16/25	6693	Yesenia Tobar	15,00		01/14/26
	09/16/25	6694	Nicole Tapia	15,00		01/14/26
	09/16/25	6695	Qurat Ui Ain Butt	15,00		01/14/26
	09/16/25	6696	Alexandra Pitt	15,00		01/14/26
	09/16/25	6697	Katy Mahoney	15,00		01/14/26
	09/16/25	6698	Xotchil Garcia	15,00		01/14/26
	09/16/25	6699	Farima Nazary	15,00		01/14/26
	09/16/25	6700	Doaa hassan Mohamed	15,00		01/14/26

	09/16/25	6701	Yaa Anim	15,00		01/14/26
	09/16/25	6702	Ahmed Mohamed	15,00		01/14/26
	09/16/25	6703	Rolia Abdalla	15,00		01/14/26
	09/16/25	6704	Ana Salas	45,00		01/14/26
				(1.630,00)		<i>total of outstanding checks</i>
				<u>7.508,79</u>		
Ending Reconciled Balance (should match check register)						

Head Start Policy Council Annual Budget Report 2025/2026

AUGUST 2025

Check Date	Check Number	Payee	AMOUNT	Budget Category
09/16/25	6693	Yesenia Tobar	15,00	Aug PC Mtg
09/16/25	6694	Nicole Tapia	15,00	Aug PC Mtg
09/16/25	6695	Qurat Ui Ain Butt	15,00	Aug PC Mtg
09/16/25	6696	Alexandra Pitt	15,00	Aug PC Mtg
09/16/25	6697	Katy Mahoney	15,00	Aug PC Mtg
09/16/25	6698	Xotchil Garcia	15,00	Aug PC Mtg
09/16/25	6699	Farima Nazary	15,00	Aug PC Mtg
09/16/25	6700	Doaa hassan Mohamed	15,00	Aug PC Mtg
09/16/25	6701	Yaa Anim	15,00	Aug PC Mtg
09/16/25	6702	Ahmed Mohamed	15,00	Aug PC Mtg
09/16/25	6703	Rolia Abdalla	15,00	Aug PC Mtg
09/16/25	6704	Ana Salas	45,00	Aug PC Mtg + July Treasury Report
			-	

Bank Service Charge	19,74	Checking Account Services
Total	\$ 229,74	

Budget Totals

Child Care	-
Meeting Stipend	180,00
Conferences/Training/Activities	-
Refreshments	-
Voided Charges	-
Stipend Fund - Interview/Other	30,00
Checking Account Services	19,74
Total	\$ 229,74

YTD Budget Report August 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	180,00	-	-	-	-	-	-	-	-	-	-	375,00	1,425,00	20,8%
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	30,00	-	-	-	-	-	-	-	-	-	-	90,00	1,360,00	6,2%
Voided Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0,0%
Checking Account Services	360,00	21,33	19,74	-	-	-	-	-	-	-	-	-	-	41,07	318,93	11,4%
Total	14,280,00	276,33	229,74	-	-	-	-	-	-	-	-	-	-	506,07	13,773,93	3,5%

Reconciled Beginning Cash Balance as of June 30, 2025 \$ 9,404,86

Appropriation from Cash Reserves

Transfer to PC account

Ending Cash Balance



Head Start At-a-Glance



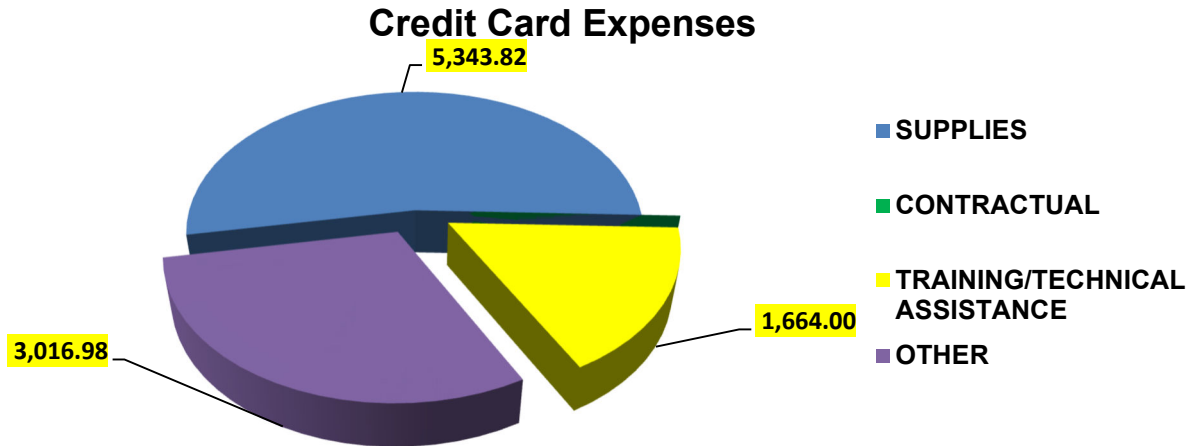
FAIRFAX COUNTY HEAD START AND EARLY HEAD START PROGRAMS Items Requiring Governance Review and Approval

PPC FISCAL Action Items

FY 2026 Budget Review

REQUIRED FISCAL REPORTING YTD Expenditure Report as of August 31, 2025

Credit Card Expense Summary (Activity for August 2025) - \$10,024.80



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	\$ 224,925.00	\$ 11,364,012.00
YTD Actual	2	349,109.70	555,866.49	\$0.00	\$ 904,976.19
Encumbrances	3	\$ 1,011,009.25	\$ 1,078,571.20	\$ -	\$ 2,089,580.45
Budget Remaining	4	\$ 4,217,618.05	\$ 3,926,912.31	\$ 224,925.00	\$ 8,369,455.36
Percent Spent YTD	5	6.26%	10.00%	0.00%	7.96%

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	\$ 20,510	\$ -	\$ 20,510	
(Over)/ Under Required Amount	8	\$ 1,373,925	\$ 1,390,337	\$ 2,764,262	

NOTES:

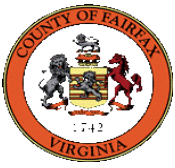
A – Program Year – FY26: July 1, 2025, through June 30, 2026

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.

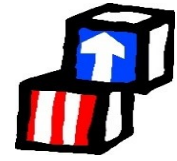
Fiscal Year	Period	Posting Date	Fund	Funds Center	Commitment Item	Commitment item name	Amount	Text
2026	2	08/04/2025	400-C40045	G797910001	544540	Credit Card Expense	125.00	FSP*COUNCIL FOR 07282025XXXXXXXXXX399671
2026	2	08/04/2025	400-C40045	G797910001	544540	Credit Card Expense	227.98	AMAZON MKTPL*VW607302025XXXXXXXXXX399671
2026	2	08/04/2025	400-C40045	G797910001	544540	Credit Card Expense	18.55	GIANT 0760 08012025XXXXXXXXXX497762
2026	2	08/04/2025	400-C40045	G797910001	544540	Credit Card Expense	79.98	AMAZON MKTPL*XI708012025XXXXXXXXXX497762
2026	2	08/04/2025	400-C40045	G797910001	544540	Credit Card Expense	55.98	AMAZON MKTPL*K3208012025XXXXXXXXXX497762
2026	2	08/04/2025	400-C40045	G797910001	544540	Credit Card Expense	17.46	GIANT 0760 08012025XXXXXXXXXX497762
2026	2	08/11/2025	400-C40045	G797910001	544540	Credit Card Expense	9.84	WAL-MART #2258 08052025XXXXXXXXXX497762
2026	2	08/11/2025	400-C40045	G797910001	544540	Credit Card Expense	849.74	MOE'S # 453 08062025XXXXXXXXXX497762
2026	2	08/11/2025	400-C40045	G797910001	544540	Credit Card Expense	146.11	IN *LIBERTY LANG08062025XXXXXXXXXX399671
2026	2	08/11/2025	400-C40045	G797910001	544540	Credit Card Expense	239.64	AMAZON.COM*D58KI08072025XXXXXXXXXX399671
2026	2	08/11/2025	400-C40045	G797910001	544540	Credit Card Expense	169.92	AMAZON.COM*HO10608072025XXXXXXXXXX399671
2026	2	08/11/2025	400-C40045	G797910001	544540	Credit Card Expense	239.18	AMAZON.COM*IV6K308072025XXXXXXXXXX399671
2026	2	08/11/2025	400-C40045	G797910001	544540	Credit Card Expense	84.96	AMAZON.COM*WL4OM08072025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	240.71	WM SUPERCENTER #08112025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	224.95	PIZZA HUT 37439 08112025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	352.23	PIZZA HUT 37439 08112025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	21.38	WM SUPERCENTER #08112025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	81.82	AMAZON.COM*5B66T08112025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	102.39	AMERICAN HEART S08132025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	1,399.00	CVENT* PROCARE S08142025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	325.69	AMAZON.COM*6B4PZ08142025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	93.95	AMAZON.COM*8U9DW08142025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	190.37	GIANT 0760 08152025XXXXXXXXXX497762
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	254.11	WAL-MART #2258 08152025XXXXXXXXXX497762
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	112.74	AMAZON.COM*T67XJ08152025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	93.95	AMAZON.COM*XR6Z208152025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	205.92	AMAZON.COM*SY3C508152025XXXXXXXXXX399671
2026	2	08/18/2025	400-C40045	G797910001	544540	Credit Card Expense	845.81	DISTRICTTACOCATE08152025XXXXXXXXXX497762
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	259.80	PLAK SMACKER 08182025XXXXXXXXXX399671
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	149.94	AMAZON.COM*LF46E08182025XXXXXXXXXX497762
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	177.96	TARGET 0008182025XXXXXXXXXX497762
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	(78.87)	DISTRICTTACOCATE08182025XXXXXXXXXX497762
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	499.90	43 LAKESHORE LEA08182025XXXXXXXXXX497762
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	22.51	AMAZON MKTPL*KK508182025XXXXXXXXXX497762
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	642.36	AMAZON.COM*9Z8Y108182025XXXXXXXXXX399671
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	384.00	AMAZON.COM*3J9QH08182025XXXXXXXXXX399671
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	248.47	AMAZON.COM*VI5F608182025XXXXXXXXXX399671
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	26.99	TARGET 0008192025XXXXXXXXXX497762
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	259.80	PLAK SMACKER 08192025XXXXXXXXXX399671
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	140.00	DHP-LICENSE FEE 08202025XXXXXXXXXX399671
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	31.95	AMAZON.COM*GP6370822025XXXXXXXXXX497762
2026	2	08/25/2025	400-C40045	G797910001	544540	Credit Card Expense	450.63	IN *LIBERTY LANG08222025XXXXXXXXXX399671



Monthly Enrollment Statistics

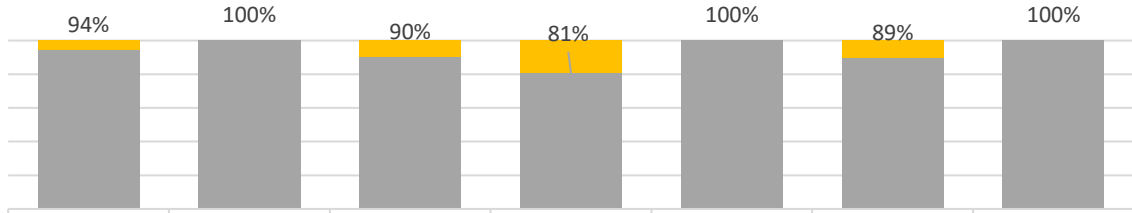
Month ending August 31, 2025

presented to the Policy Council



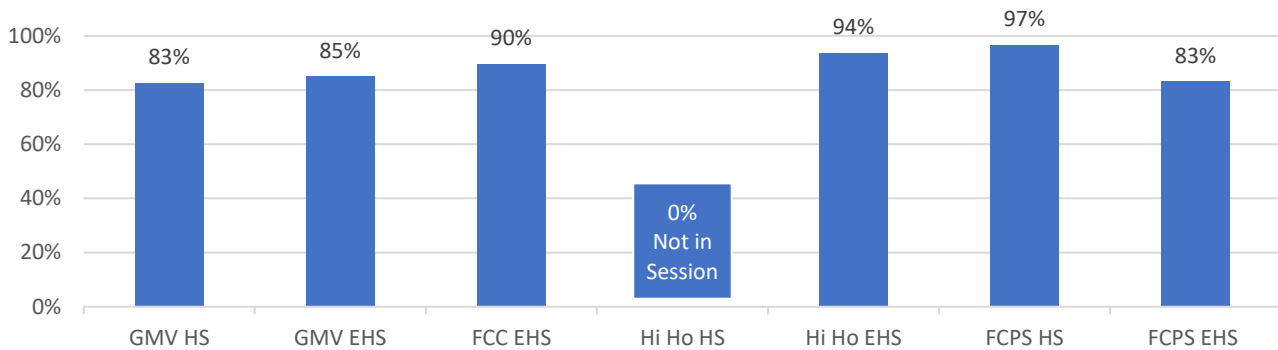
Actual Enrollment vs. Funded Enrollment

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



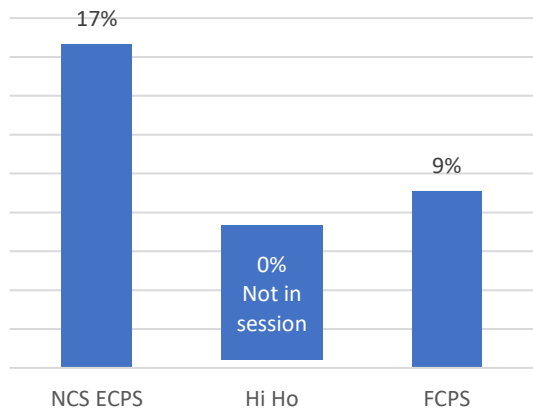
	GMV HS	GMV EHS	FCC EHS (incl. Pregnant Women)	Hi Ho HS	Hi Ho EHS (inc. Pregnant Women)	FCPS HS	FCPS EHS
Aug-25	98	48	119	71	24	216	48
Funded Aug 2025	104	48	132	88	24	242	48
Vacancies	6	0	13	17	0	26	0
Aug 2025 %	94%	100%	90%	81%	100%	89%	100%

Average Daily Attendance for the Month

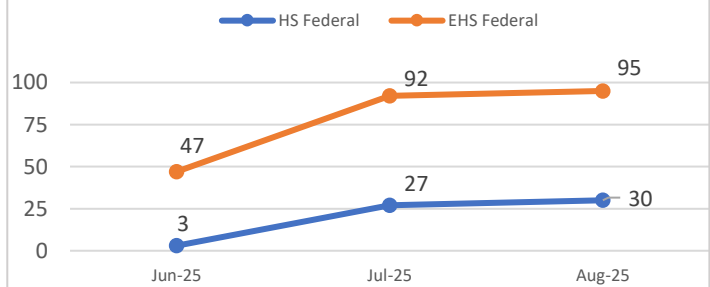


Children Served with Disabilities (IEP or IFSP)

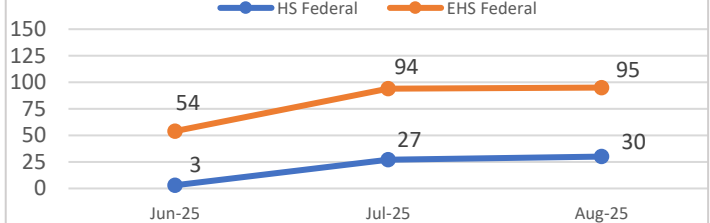
*Cumulative total: 13%
*HiHo not in session



Waiting List: PY25-26 Federal Children *Completed/Verified Applications



Waiting List: PY25-26 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
August 2025**

Days of Operation: 11

Total Child Participation: 179

Total Meals Served and Claimed: 4,424

Breakfast: 1,485

Lunch: 1,493

Snack: 1,446

Total Cost of Food: \$26,567.88

Report prepared by:

Marelisa González

Marelisa González, MPH, RDN, LDN
Nutrition Specialist/Registered Dietitian Nutritionist

September 17th, 2025