

New River Community Action Head Start Policy Council Meeting Minutes

held at First Baptist Head Start Center, 215 3rd Ave., City of Radford, Commonwealth of Virginia, on May 16th, 2017 at 5:30 p.m. The following members were present:

Members Present

Sharite'a Webb – Pulaski
Serena Ming – Dublin
Nida DeBusk- Christiansburg
Randi Webb – Pulaski
Sean Chamberlin – Christiansburg
Mary Chamberlin – Christiansburg
Jennifer Woodruff – Floyd
Kari Meador- Narrows

Staff Present

Sheryl Helm – Director of Early Childhood/ Family Services
Amy Beecher – Administrative Assistant
Diane Wise – Family Services ERSEA Specialist
Terry Smusz- Chief Executive Officer

Diane Wise called the meeting to order at 5:53 p.m.

Diane went over the specialist reports. Sheryl and the specialists went to Abingdon for NHA conference/ training. Diane stated she has lots of trainings for staff coming up.

There were no updates from Centers.

Terry Smusz had to postpone the Board seat coting as Rhonda Seltz was sick and unable to attend tonight's meeting. We will hold the voting till the PC meeting on May 31st. Jennifer Woodruff will be back up in case Rhonda is unable to attend.

Policy Council reviewed April meeting minutes. Kari Meador motioned to approve the minutes, Nida DeBusk seconded. Motion carried.

Jennifer Woodruff presented the PC Dinner information. Policy Council Recognition dinner will be May 31st at 5:30pm at the Pulaski Train Depot. Nida DeBusk will be in charge of catering, she will be using Cottage Kitchen. The menu will be Chicken pesto lasagna, mac n cheese and mixed vegetables. There will also be a desert option, with a total of \$8.50 per person. Amy will give Nida DeBusk a head count for catering company. Policy council and their families are invited. Amy will provide music. Jennifer Woodruff will create the Program. Amy and Jennifer will go shopping for supplies/ decorations. We will be responsible for drinks, plates, and silverware.

Sheryl Helm mentioned that Kathryn Hoover will be receiving the Alice Taylor Award. We will order a Plaque for her. Motion to approve using funds for Plaque was made by Serena Ming. Kari Meador seconded the motion. Motion carried.

The perfect attendance child is from Christiansburg Head Start center and will receive a backpack with supplies for KG as well as a Trophy. Motion to approve using funds to purchase supplies and trophy was made by Serena Ming. Mary Chamberlin seconded the motion, motion carried.

Amy Beecher passed out strips of paper with the GoFund me account for transportation. Only \$55.00 has been raised so far.

Sheryl Helm spoke about Inkind. Totals are only up to 80% for the year. PC members questioned if ELC is being counted as Pulaski. PC members also asked if we could get InKind dollars for classroom space at the ELC.

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Sheryl Helm shared that 444 family goals have been achieved so far!

Diane Wise presented the ERSEA training.

Randi Webb motioned for the meeting to be adjourned at 7:08pm. Kari Meador seconded. Motion approved.