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| Logo  Description automatically generatedNew River Community Action, Head StartPolicy CouncilMinutes of the MeetingFebruary 13, 2023 |
| **ATTENDANCE** | The Policy Council met on February 13, 2023, through a hybrid option. Members were able to meet in person at Radford Head Start 1st Baptist Location or attend through Zoom.The following members were present:

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| Xuan Lin – ELC in person | Jennifer Brown – Floyd/Check in person  |
| Sarah Carter – Radford 1st B in person | Stephanie Smith – Community Representative through Zoom |
| Leah Riddle – Rich Creek in person | Roni Fitch – Director of Early Childhood/Family Services in person |
| Ana Alexander – Pulaski through Zoom | Leah Hill – NRCA Head Start Family Services & ERSEA Specialist in person |
| Constance Burton – Radford McHarg in person | Sarah Whitlock – NRCA Finance Manager in person |
| Mario Solorio – Community Representative in person | Michelle Cox – NRCA Chief Financial Officer in person  |

The meeting was called to order at 5:41pm.  |
| **AGENDA REVIEW** | Finance requested the 2023/2024 Head Start budget be moved to the beginning of agenda.  |
| **APPROVAL OF 2023/2024 BUDGET** | Michelle Cox reviewed the proposed 2023/2024 Head Start Budget. Michelle referenced the anticipated revenue totaling $4,784,061. This is a decrease from the current year revenue because the program will no longer receive DHHS ARP funds. However, the program anticipates receiving VECF CARES funding which could help off-set a portion of the loss of DHHS ARP funds. The anticipated expenses are $4,784,061. The budget balances. The question was asked of why there was a decrease in salaries and wages. Roni Fitch explained the ARP funds allowed for some additional instructional aides in the classrooms. With the loss of these funds for the upcoming year, the budget does not support these additional positions in the classroom. Sarah Carter voiced her concern for the classrooms. She had been able to volunteer in her child’s classroom. She recognized the classrooms could always use some additional hands because that classroom had some strong personalities and big behaviors. Sarah Carter asked how the program supports children when they are misbehaving. Roni Fitch explained there are procedures in place to work with the teachers, meet with parents, and modify the child’s schedule based on success. If the plan is for a child’s day to be reduced, then that will happen and be extended as the child continues to be successful with each part of the routine. Xuan Lin asked if teachers could move from one site to another. Roni Fitch shared that teachers are given that opportunity; however, staff to child ratio always must be met and two teachers must always be in a classroom. Roni Fitch reviewed the Training and Technical Assistance (T/TA) 2023/2024 budget. She explained the Narrative Summary the members received explains the trainings in greater detail. A change from last year T/TA budget was the addition of the governance training and parent support line item. This will provide financial assistance for parent engagement events and the purchase of the OnBoard software. The T/TA budget totals $35,586. Constance Burton expressed how she feels if more people knew that the Head Start program assisted staff with continuing education credits, they would be more inclined to work for the program. The T/TA budget also allows for several hours of professional development to ensure the staff are equipped with the training they need to manage a classroom, especially with those bigger behaviors that children are exhibiting. Leah Riddle made the motion to approve the proposed 2023/2024 Head Start Budget. Sarah Carter seconded the motion. All in favor. Motion carried.Leah Riddle made the motion to approve the 2023/2024 proposed Training and Technical Assistance Budget. Constance Burton seconded the motion. All in favor. Motion carried.  |
| **APPROVAL OF MINUTES**  | January 23, 2023, Policy Council minutes were reviewed. No corrections were noted. Sarah Carter motioned to approve minutes as is. Jennifer Brown seconded the motion. All in favor. Motion carried.November 17, 2022 NRCA Board minutes were provided to PC members to review at their convenience. Ana Alexander will be seated on the NRCA Board as Policy Council Liaison during February meeting.  |
| **FINANCE REPORT** | Sarah Whitlock shared the Finance report and explained the Finance Dashboard that’s included in the PC packet. The local travel line item is over because staff are using their vehicles more to travel to sites. The vehicle line item is under, which both should balance out by the end of fiscal year. Sarah shared that credit card purchases for the past month included rocker chairs, timers, pullups, wipes, light covers, detergent, tablets, and instruments. Policy Council Account statement was included in the PC packet. Credit card expenditure statements were available for review. Members of Policy Council noted that ELC was doing very well and even exceeding their goal of In-Kind. Leah Riddle is going to mention to Emily about doing a competition and prize party for most in-kind turned in for Giles County. Constance asked if the purchases had been made for Giles. The writing center for Rich Creek has been ordered.  |
| **DIRECTOR’S REPORT &****SPECIALISTS REPORTS**  | Roni Fitch reviewed the Director’s report. Roni shared Trina, the Nutrition and Health Specialist is finishing up the required Covid mitigation policy for the program. Leah Hill directed the council to the specialists reports in their packet. They can review and read over at their convenience.  |
| **NEW BUSINESS** | Leah Hill shared the Annual NRCA Head Start Recruitment timeline with the council. Leah Hill shared information regarding a software called OnBoard. This software is a program where all policy council documents can be downloaded and accessed at anytime from a phone, tablet, or computer. The NRCA Board would like to purchase it and Policy Council could use it. Policy Council would split the proposed $7000 annual premium. Leah Hill asked if Policy Council would be willing to purchase it for this year. Next year, a portion of the premium will come for the T/TA budget and Policy Council would only have to pay around $1500. Leah Riddle made the motion to approve Policy Council spending $3,500 for the OnBoard software. Sarah Carter seconded the motion. All in favor. Motion carried. Leah Hill noted the Parent Activity Funds Narrative in their PC packet for review.Leah Hill noted the annual parent survey QR code and encouraged parents to complete it.  |
| **CENTER UPDATES** | None at this time.  |
| **ADJOURNMENT** | The March Policy Council meeting will be Monday, March 13, 2023, at 5:30pm in person. Meeting was adjourned at 7:16pm.Respectfully submitted,Leah Riddle - Chairperson |