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| Logo  Description automatically generatedNew River Community Action, Head Start  Policy Council  Minutes of the Meeting  March 13, 2023 | |
| **ATTENDANCE** | The Policy Council met on March 13, 2023. Members met in person at Radford Head Start 1st Baptist Location: 215 3rd Ave., Radford, VA 24141.  The following members were present:   |  |  | | --- | --- | | Xuan Lin – ELC | Leah Hill – NRCA Head Start Family Services & ERSEA Specialist | | Jennifer Brown- Floyd/Check | Sarah Whitlock – NRCA Finance Manager | | Ana Alexander – Pulaski | Roni Fitch – Director of Early Childhood/Family Services | | Stephanie Smith – Community Representative | Kristy Castanon- NRCA Head Start Early Ed &Program Planning Specialist | | Constance Burton – Radford McHarg |  |   The meeting was called to order at 5:46pm. |
| **AGENDA REVIEW** | No changes to note on the agenda. |
| **APPROVAL OF MINUTES** | February 13, 2023 Policy Council minutes were reviewed. No corrections were noted. Xuan Lin motioned to approve minutes as is. Ana Alexander seconded the motion. All in favor. Motion carried. |
| **NRCA BOARD**  **MINUTES** | January 19, 2023 NRCA Board minutes were provided to PC members to review at their convenience.  No Board updates to note currently. |
| **FINANCE REPORT** | Sarah Whitlock shared the Finance report and explained the Finance Dashboard that’s included in the PC packet. Sarah noted the psychological services under Client Expenses have now been paid for the year. Policy Council Account statement was included in the PC packet.  Credit card expenditure statements were available and passed around for review. |
| **DIRECTOR’S REPORT &**  **SPECIALISTS REPORTS** | Roni Fitch reviewed the Director’s report. Roni shared she has received notification of Head Start’s 5.6% Cost of Living Allowance(COLA). Roni is looking at including a staff wellness initiative as well as $800.00 for client support adjustment to proposed budget. She will present this information for review and approval at next month’s Policy Council meeting.  Leah Hill directed the council to the specialists reports in their packet. They can review and read over at their convenience. |
| **NEW BUSINESS** | Constance shared that two people came out to her house for home visit and she was unaware. She asked to have a heads up and would like to know who is planning to come to her home. Roni said she is working on a home visiting policy to incorporate staff and client safety and will be sure to include this into the plan.  Kristy Castanon reviewed the Period 2 TSG Child outcomes included in the PC packet. Kristy gave a shout out to the teachers. They are working extra hard to increase the scores. Overall, children came into the program with lower skills than in past years. The only area that was around average was physical development. Xuan asked about the dual language assessments. Kristy explained TSG addresses children with dual languages when completing observations.  Leah Hill asked if the Policy Council members had anything to add or suggestions for the Policy Council By-Laws. The members present felt they were good. Leah Hill wanted to allow time for those members that were absent to give input before they were approved.  Ana Alexander motioned to approve the spending of $91 from McHarg Parent Committee Funds for a field trip to Fort Chiswell Animal Park in May. Jennifer Brown seconded the motion. All in favor. Motion carried.  The Policy Council members received a copy of the Health Advisory Committee(HAC) approved Mitigation Policy for Infectious Diseases including COVID-19. The policy includes how the program will support mask wearing. The classrooms will continue to use the air filtration systems purchased through the CARES funds. Roni Fitch shared that the program follows the public school system policies for the classrooms that are in the public schools. It gets tricky at times, because their procedures are not the same or in line with the Head Start mandates, ex: vaccines. Head Start mandated having all staff vaccinated and was added into the performance standards. For this mandate to change, it will have to go before congress. |
| **CENTER UPDATES** | Constance Burton mentioned how she would like evening events offered to McHarg families. Most of the events that have been offered are during the day. This makes it very difficult to attend for those working parents. The evening event that was offered to McHarg families in the fall; her kids were sick, and they were unable to attend. |
| **ADJOURNMENT** | The April Policy Council meeting will be Monday, April 17, 2023, at 5:30pm at 1st B.  Ana Alexander motioned to adjourn the meeting. Jennifer Brown seconded the motion. All in favor. The meeting was adjourned at 6:37pm.  Respectfully submitted,  Leah Riddle - Chairperson |