



New River Community Action, Head Start
Policy Council
Minutes of the Meeting
April 17, 2023

ATTENDANCE	<p>The Policy Council met on April 17, 2023. Members met in person at Radford Head Start 1st Baptist Location: 215 3rd Ave., Radford, VA 24141. Zoom was available for members that were unable to meet in person.</p> <p>The following members were present:</p> <p style="display: flex; justify-content: space-between;"> Xuan Lin – ELC through Zoom Leah Hill – NRCA Head Start Family Services & ERSEA Specialist </p> <p style="display: flex; justify-content: space-between;"> Leah Riddle – Rich Creek Sarah Whitlock – NRCA Finance Manager </p> <p style="display: flex; justify-content: space-between;"> Sarah Smith – 1st B Radford Roni Fitch – Director of Early Childhood/Family Services </p> <p>Stephanie Smith – Community Representative</p> <p>Mario Solorio –Community Representative</p> <p>The meeting was called to order at 5:50pm.</p> <p>Electronic votes of members were captured on April 18, 2023.</p> <p>Members who voted electronically:</p> <p>Constance Hall –McHarg</p> <p>Jennifer Brown – Floyd/Check</p>
AGENDA REVIEW	No changes to add to agenda.
APPROVAL OF MINUTES	March 13, 2023 Policy Council minutes were reviewed. No corrections were noted. Sarah Smith motioned to approve minutes as is. Leah Riddle seconded the motion. All in favor. Motion carried.
NRCA BOARD MINUTES	February 16, 2023 NRCA Board minutes were provided to PC members to review at their convenience. No Board updates to note currently.
FINANCE REPORT	<p>Sarah Whitlock shared the Finance report and explained the Finance Dashboard that’s included in the PC packet. Sarah noted the equipment line item was over the expected 83.3% due to the Teaching Strategies Gold software was paid for. Consultant/Contracts line item was over due to paying for two substitutes in Floyd and Liability insurance premium was paid this month. Head Start’s budget year will end at the end of May. Policy Council Account statement was included in the PC packet.</p> <p>Credit card expenditure statements were available and passed around for review.</p>
DIRECTOR’S REPORT & SPECIALISTS REPORTS	<p>Roni Fitch reviewed the Director’s report. Roni noted the vaccine and mask requirements have been vacated. As of April 7, 2023, Head Starts will not require staff to be vaccinated.</p> <p>Head Start values the safety of children and families and is asking programs to get all faucets in their facilities lead levels tested. Our program will have this testing completed over the summer, which will cost around \$2000.</p> <p>Leah Hill directed the council to the specialists reports in their packet. Leah Hill requested the policy council members tell all their friends and family members with 3- and 4-year-olds to please apply. The program is taking applications for next school year.</p>
NEW BUSINESS	<p>Roni Fitch reviewed the 23-24 COLA and Quality Improvement Grant Application. The application includes the addition of 5.6% COLA for staff as well as \$800 for clients (gas cards for specialist doctor appointments, dental needs) and \$2,000 for materials for staff wellness. The budget supports the addition of 2 Assistant Teachers, 1 part-time instructional aide and 1 part-time bus driver for Pearisburg. This will allow for extra support in the classrooms, lower the staff child ratio in classrooms that need support, and allow for daily staff breaks. Leah Riddle made the motion to approve the COLA and Quality Improvement Grant. Sarah Smith seconded the motion. All in favor. Motion carried.</p> <p>*Received approval of two electronic votes: Constance Hall and Jennifer Brown.</p> <p>Roni Fitch requested approval for revision of the 2023 Budget. There is an overage in salaries and fringe benefits line item of \$53,703, due to vacant positions during the first half of the program year. Roni requested these funds be redistributed and purchase sustainable durable playground equipment for Christiansburg and Floyd Head Starts. The wooden structures currently located at these sites are</p>

	<p>deteriorating and are more than 30 years old. Leah Riddle made the motion to approve the revision of the 2023 Budget. Sarah Smith seconded the motion. All in favor. Motion carried. *Received approval of two electronic votes: Constance Hall and Jennifer Brown.</p> <p>Leah Hill requested \$300 from Policy Council to purchase plaques for recognition of parents at the schools. Leah Riddle made the motion to approve this spending from the Policy Council account. Sarah Smith seconded the motion. All in favor. Motion carried.</p> <p>Leah Hill requested approval of spending from parent funds at Blacksburg for \$200; Christiansburg for \$300 and Radford 1st B for \$200. These funds will be used for End of the Year Celebrations for materials and food. Sarah Smith made a motion to approve this spending. Leah Riddle seconded the motion. All in favor. Motion carried.</p>
CENTER UPDATES	<p>Leah Hill shared that the program is partnering with Virginia Department of Health. We have been awarded a grant to receive 2 sunshades. These will be motorized awnings that will go over Pulaski’s concrete patio and Pearisburg’s outdoor classroom on the deck. This will provide a shaded space for children to play outside longer on hot days.</p>
ADJOURNMENT	<p>The May Policy Council meeting will be Monday, May 22, 2023, at 5:30pm. Location: TBD. The meeting was adjourned at 6:38pm.</p> <p>Respectfully submitted,</p> <p>Leah Riddle - Chairperson</p>