



November Policy Council Minutes

NRCA Head Start Policy Council

Nov 27, 2023 at 5:30 PM EST

@ Radford 1st Baptist 215 3rd Ave., Radford, VA

Attendance

Present:

Members: Jennifer Brown, Constance Burton, Roni Fitch, Leah Hill, Samantha Lucas, Candy Nichols, Stephanie Smith, Jakara Wheeler (remote), Sarah Whitlock

I. Call to Order

Meeting was called to order at 5:40pm

II. Roll Call

III. Guest: Crystal Rasnake and Tonya Fleenor – United Way of Southwest Virginia

Shared information regarding the Family Council through United Way. Families that participate will receive \$25 stipend. Currently meetings are taking place virtually from 12-1pm, every other month. Crystal shared with members the Birth to 5 Hub and how to access it.

IV. Policy Council Orientation: Leah Hill - Head Start Family Services and ERSEA Specialist

 [Policy Council resource guide 2023.pptx](#)

V. Election of Officers: Leah Hill

Motion:

Jakara Wheeler volunteered to be Secretary.

Motion moved by Constance Burton and motion seconded by Jennifer Brown. All in favor. Motion carried. Jakara Wheeler will be Secretary of Policy Council.

Motion:

Constance Burton volunteered to be Vice Chairperson

Motion moved by Jennifer Brown and motion seconded by Samantha Lucas. All in favor. Motion carried. Constance Burton is Vice Chairperson of Policy Council.

Motion:

Jennifer Brown was nominated to be Chairperson

Motion moved by Constance Burton and motion seconded by Samantha Lucas. All in favor. Motion carried. Jennifer Brown is Chairperson of Policy Council.

VI. Review of documents included in your packet

A. Policy Council Minutes & NRCA Board Minutes

 [October Policy Council Minutes.docx](#)

Motion:

October Policy Council Minutes approved as is.

Motion moved by Stephanie Smith and motion seconded by Constance Burton.
All in favor. Motion carried.

B. Finance Reports (Financial Dashboard, Policy Council Statement, Head Start Income Statement) *Credit card expenditures passed around for PC members to review

 [October FY24 HS Income Statement.pdf](#)

 [October FY24 Policy Council Statement.pdf](#)

 [Head Start PC October dashboard FY24.docx](#)

Sarah Whitlock reviewed the Financial dashboard. It was noted that line item of supplies is currently over budget because of the one time/annual membership fee for Teaching Strategies was paid this month.

C. Director's Report & Enrollment Dashboard

 [Monthly Enrollment Report October 2023.xlsx](#)

 [PC and Board Monthly Report Oct 2023.doc](#)

Our Head Start program is not at full enrollment for the month of November. This will be the third month in a row the program has reported under enrollment.

D. Specialists Reports

 [ERSEA Nov23 PC report.docx](#)

 [Jodi PC report nov 23.docx](#)

 [November 2023 Policy Council Report.doc](#)

VII. New Business

A. Consideration of new curriculum: STREAMin3 – Kristy Castanon: Head Start Education Specialist

 [About STREAM in3 updated.pdf](#)

 [Teacher Feedback.pdf](#)

 [Core Skills.pdf](#)

Members reviewed the supplemental materials. The members felt if the staff approved the new curriculum, they would be good with it as well. The members liked that it seemed more developmentally and age appropriate and appreciated the fact that social and emotional skills were incorporated into the lessons. Roni Fitch shared with the members that currently STREAMin3 is a free curriculum, which will save the program around \$50,000 over the course of the next five years. Members asked what the saved money will be put towards? The money saved will go towards purchasing new supplies and equipment to support the curriculum and could assist with increase in pay for staff.

Motion:

Motion to approve the implementation of STREAMin3 curriculum.

Motion moved by Constance Burton and motion seconded by Samantha Lucas. All in favor. Motion approved.

- B. School Readiness Goals – Kristy Castanon: Head Start Education Specialist

 [School Readiness Goals 2024.docx](#)

Motion:

Motion to approve the 2024-2029 School Readiness Goals

Motion moved by Jennifer Brown and motion seconded by Constance Burton. All in favor. Motion carried.

- C. Five-year goals – Roni Fitch: NRCA Director of Early Childhood/Family Services

 [5 Year Goals 2024-2029 w action plans.docx](#)

Motion:

Motion to approve the 2024-2029 Five Year Goals

Motion moved by Constance Burton and motion seconded by Jennifer Brown. All in favor. Motion carried.

VIII. Announcements

[New Rule Proposed to Improve Head Start Program Quality and Support the Workforce | ECLKC \(hhs.gov\)](#)

Roni Fitch reviewed some of the proposed changes to the Head Start Performance Standards and encouraged the members to read the article.

NRCA has not hired a Chief Executive Officer (CEO) yet. They are going to readvertise and begin the process again.

NRCA will be changing their name to Causeway Community Action within the next couple of months. Announcements and rebranding will be advertised in the community very soon.

NRCA Main office will be moving in January to a new location. Address will be 206 3rd Ave., Radford, Virginia.

IX. Adjournment of the Meeting

Meeting was called to adjourn at 7:23pm.

X. Next Meeting: Fiduciary Training with NRCA Board December 21, 2023 through Zoom at 7:00pm