



October Policy Council Minutes

NRCA Head Start Policy Council

Oct 26, 2023 at 5:30 PM EDT

@ New River Community College 5251 College Dr. Dublin, VA 24084 Godbey Hall Room

165

Attendance

Present:

Members: Ana Alexander, Jennifer Brown, Roni Fitch, Leah Hill, Stephanie Smith

Guests: Caden Alexander

I. Call to Order

Meeting was called to order at 5:47pm

II. Roll Call – Introductions

III. Agenda Review

IV. Special Guest: Molly Buckwalter Fairfield – NRCA Quality and Compliance Manager

Technology was a slight issue. Molly was able to meet virtually to ask members present to write down their top 3 needs that they see in the community. Leah Hill collected the sheets and turned into to Molly.

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

Did not do presentation due to so many members being unable to attend meeting.

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

VI. Election of Officers: Leah Hill

Did not do presentation due to so many members being unable to attend meeting.

VII. Review of documents included in your packet

A. Policy Council Minutes & NRCA Board Minutes

 [August Minutes Signed.pdf](#)

 [July 2023 Minutes Signed.pdf](#)

 [September Head Start Policy Council Minutes \(2\).docx](#)

Motion:

September 2023 Policy Council minutes were reviewed.

Motion moved by Ana Alexander and motion seconded by Jennifer Brown. September 2023 Policy Council minutes were approved as is. All in favor. Motion carried.

Ana Alexander shared at September NRCA Board meeting there was a potential candidate for CEO introduced to group. Ana said there were mixed reviews regarding offering the position to this candidate. A few Board members and staff members were not feeling this was the best choice for the program. Roni Fitch shared that the Board was not ready to present the resume package and recommendation for CEO candidate to Policy Council.

B. Finance Reports (Financial Dashboard, Policy Council Statement, Head Start Income Statement)

Roni Fitch reviewed the financial dashboard. The salaries and benefits line item is under due to having some open positions.

 [PC September 2023 HS Income Statement.pdf](#)

 [September 2023 Policy Council Statement.pdf](#)

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

C. Director's Report & Enrollment Dashboard

Roni Fitch shared highlights of the Director's report. Quality funding grant was approved and have received the funding. Program is moving forward with lead testing and security systems at sites.

 [PC 2023 Monthly Enrollment Report - Oct 2023.xlsx](#)

 [Roni PC and Board Report October 2023.doc](#)

D. Specialists Reports

 [ED PC October 2023.docx](#)

 [ERSEA Oct PC report.docx](#)

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

 [Trina October 2023 Policy Council Report.doc](#)

VIII. New Business

A. Approval of Giles County Parent Funds

Motion:

Rich Creek Head Start is seeking approval for spending \$327.96 towards T-shirts and field trip to Pumpkin Patch from Parent Funds.

Motion moved by Jennifer Brown and motion seconded by Stephanie Smith. An electronic vote was sent out to absent members on 10/31/2023. The absent members approved. All in favor. Motion carried.

Motion:

Pearisburg Head Start is seeking approval for spending \$1,008.82 towards T-shirts and field trip to Pumpkin Patch from Parent Funds.

Motion moved by Ana Alexander and motion seconded by Jennifer Brown. An electronic vote was sent out to absent members on 10/31/2023. The absent members approved. All in favor. Motion carried.

B. Approval of Montgomery County Parent Funds

Motion:

To hold a Montgomery County parent event within the coming weeks: Blacksburg Parent Fund: \$100; Margaret Beeks: \$50; and Christiansburg Head Start: \$100.

Motion moved by Jennifer Brown and motion seconded by Stephanie Smith. An electronic vote was sent out to absent members on 10/31/2023. The absent members approved. All in favor. Motion carried.

C. Approval of Radford City Parent Funds

Motion:

To hold a Radford City parent event within the coming weeks: 1st B Parent Fund: \$100 and McHarg: \$100


Motion moved by Ana Alexander and motion seconded by Jennifer Brown. An electronic vote was sent out to absent members on 10/31/2023. The absent members approved. All in favor. Motion carried.

Approval of Pulaski County Parent Funds

Motion:

Pulaski Head Starts are requesting \$75 per classroom for purchase of turkeys and gravy for family potluck event in November; for a total of \$300.

Motion moved by Ana Alexander and motion seconded by Jennifer Brown. An electronic vote was sent out to absent members on 10/31/2023. The absent members approved. All in favor. Motion carried.

- IX. Announcements
- X. All Policy Council members received a copy of PC By-Laws
 [Policy Council ByLaws 2023 w Board approval.docx](#)
- XI. Adjournment of the Meeting
Meeting was adjourned at 6:59pm.
- XII. Next Meeting: Monday, November 27, 2023 at 5:30pm