



September Head Start Policy Council Minutes

NRCA Head Start Policy Council

Sep 19, 2023 at 5:30 PM EDT

@ Christiansburg Head Start 135 Church St., Christiansburg, VA 24073

Attendance

Present:

Members: Ana Alexander (remote), Constance Burton, Jennifer Brown (remote), Roni Fitch, Leah Hill, Stephanie Smith, Mario Solorio, Sarah Whitlock

Guests: Imani Blount, Skyler Holbrook, Samantha Lucas

Absent:

Members: Xuan Lin, Leah Riddle, Sarah Smith

I. Call to Order

Meeting was called to order at 6:02pm

II. Roll Call

III. Agenda Review

IV. Minutes from Last Meeting: July 10, 2023

 [PC Minutes 7.12.23.docx](#)

 [July Policy Council Minutes.docx](#)

Motion:

Minutes were approved as is.

Motion moved by Stephanie Smith and motion seconded by Jennifer Brown. All in favor.
Motion carried.

V. NRCA Board Meeting Minutes

The Board has hired a firm to help find a potential candidate for the NRCA CEO position.

VI. Financial Reports: Sarah Whitlock - NRCA Finance Manager

[august fy24 hs income statement](#) [august fy24 hs policy council statement](#) [Head Start PC August dashboard FY24](#)

Sarah explained the August Finance Dashboard and August purchases. Credit card expenditures were passed around for members review.

Roni explained how in-kind is counted towards the overall Head Start grant. She explained the at-home activities that are sent home counts as in-kind hours.

VII. Director's Report: Roni Fitch – NRCA Director of Early Childhood/Family Services

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

 [PIR 2022.2023.pdf](#)

 [2022-2023 Program Self-Assessment .docx](#)

 [5 year Goals end-of-year update June 2023.docx](#)

NRCA Head Start is currently looking to fill vacancies. We have not met full enrollment of 319 and will under enrollment for September 2023. We are unable to open the Pulaski classroom at this time due to staff shortages. The Office of Head Start could come in to review our processes and procedures if we fall under 97% enrollment for four months in a row.

The question was asked what are the qualifications for teaching staff? Head Start must have 50% of their lead teachers must have a Bachelors in Early Childhood or related field. Assistant teachers must have an associates degree or working towards. Instructional aides must have a GED and program will pay for CDA program.

When the minimum wage continues to increase, this puts a strain on the already accounted for salaries line item.

Roni reviewed the attached items in the Director's report section.

- A. Members receive a hard copy of 2022/2023 Annual Report

VIII. Specialists Reports

 [Education Service Area Update.docx](#)

 [ERSEA Sept PC report.docx](#)

 [PC report sept 23.docx](#)

 [September 2023 Policy Council Report - Nutrition Health.doc](#)

IX. New Business

Motion:

Giles County requested \$500 from Rich Creek Parent Committee Fund and \$500 from Pearisburg Rich Creek Parent Committee Fund, to purchase children's laundry play sets.

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

A. Policy Council Certificate Presentation

X. Announcements

Kahoot poll was taken of members preference for day of week and time of Policy Council meetings for this upcoming school year. Mondays, Tuesdays, and Thursdays had all the same number votes. 5:00-7:00pm had the most votes for time preference.

XI. Adjournment of the Meeting

Meeting was adjourned at 7:12pm.