August Policy Council Meeting Minutes

NRCA Head Start Policy Council
8/17/2026 5:30 PMEDT
@ Virtual

Attendance

Present:
Members: Jennifer Brown, Roni Fitch, Sarah Huff, Sarah Popczun, Beth Rodriguez, Annie Shaba, Stephanie Smith, Scott Sowder, Debra Taylor

Absent:
Members: Alisha Persinger, Nick Popczun, Paige Walters, Vonetta Williams

I. Call To Order

Sarah called the Meeting to order at 5:30 pm

II. Minutes from Last Meeting

July Policy Council Meeting Minutes-5.pdf

Motion:
Motion to approve July Minutes

Motion moved by Jennifer Brown and motion seconded by Scott Sowder. Motion Carried

III. Finance Report

Parent Fund Accts - 8.12.26.pdf

July Dashboard.pdf

HS FY26 Policy Council - August 12.pdf

Head Start FY26 Income Statement - July.pdf

Sarah Huff stated that the HS program year starts June 1 each year. The Budget for 2026-2027 was approved by the NRCA Board has changed due to COLA going to the board next week. She will update the Council at our next meeting. Sarah presented the July Dashboard. Policy Council has $5568 in account. Agreed in last meeting to change cost per child to $7 instead of $5. PC funds were overspent last year - money cannot be carried over year to year. Policy Council received a list of the Parent Fund Amounts.

IV. Director Of Early Childhood/Family Services Report

PC and Board Report August 2026.doc

Enrollment Dashboard August 2026.xlsx

Roni stated that HS has a lot going on.

- NPRM - OHS is currently working on reducing Performance Standards to 13 pages. There are currently about 130 pages and roughly 2500 standards. They are starting to follow more of what's called the Head Start Act so when Congress appropriates money and approved Head Start. The Act is the actual law. We will have 1020 hours of instructional time, teachers will have to do two home visits. It is a very long document. This does not put our funding in jeopardy but there will be changes to the way the program is run and ways to reduce burdens on staff. The size of the classroom & occupancy numbers play a part in the number of kids in each classroom. There will be a 60 day window for comments for changes on the standards once they are completed.
- Enrollment - Enrollment is close - 220 - continuously taking applications.
- Preservice provided trainings for staff at the beginning of the program year.
- Personnel - Staffing - only need one part time CSA at the Fairlawn Campus.
- Annual Report is in progress.
- Integrated Service Plan - minor updates in Oct then updating after changes come down.

Motion:
Motion to accept the Self Assessment

Motion moved by Jennifer Brown and motion seconded by Annie Shaba. Motion Carried

V. Specialist Reports

August 2026 Policy Council Report - Nutrition- Health.doc

PC Report 8 26 - Jodi.docx

PC August 26 - Sarah.pdf

August 2026 Policy Council ERSEA report.docx

policy council reportAug2026 - Alison.docx

VI. New Business

2025-2026 Program Self Assessment Report (1).docx

Self Assessment was reviewed including:

- The process that was followed.
    - Each specialist completed a report for their service area
    - Data Reviewed,
    - Strengths Identified,
    - Course Corrections or immediate changes,
    - Suggestions for further discussion,
    - 5 year goal progess.
- We determine which questions or input to be discussed with review team which is made up of parents, PC, NRCA Board Members and outside partners.
- The meetings are held and if someone wants to participate but can't make a meeting an individual time can be set.
    - Suggestions are given and then strategies for implementation are selected.
    - The 5 year goal progress is also part of this process and updates are tracked on the last selection.
    - A final report is produced and data is gathered in a power point.

VII. Announcements

- Donation from Volunteer Montgomery
- Donation from VCOM

Roni talked about the generous donation from VCOM for our families. She also talked about the huge donation of supplies from Volunteer Montgomery.

Motion:
Motion to accept Self Assessment

Motion moved by Jennifer Brown and motion seconded by Annie Shaba. Motion Accepted

VIII. Schedule Next Meeting

Next meeting is Sept 14, 2026 at the Christiansburg Head Start - 135 Church Street, Christiansburg, VA 24073

IX. Adjournment of Meeting

Motion:

Motion to adjourn

Motion moved by Jennifer Brown and motion seconded by Annie Shaba. Motion Carried