July Policy Council Minutes

NRCA Head Start Policy Council
Monday, July 15, 2024 at 5:30 PM EDT
@ 215 3rd Ave., Radford, VA 24141

Attendance

Present:
Members: Ana Alexander, Jennifer Brown, Constance Burton, Kristy Castanon, Roni Fitch, Leah Hill, Stephanie Smith, Scott Sowder

Absent:
Members: Caden Alexander, Samantha Lucas, Candy Nichols, Joe Stokes, Jakara Wheeler, Sarah Whitlock

I. Call to Order

Meeting was called to order at 5:49pm.

II. Agenda Review

III. Minutes from Last Meeting: April 22, 2024

DocuSign_April 2024_Policy_Council_.pdf

Motion:
Motion to approve April 2024 minutes as is.

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

IV. NRCA Board Updates

Ana shared at last Board meeting there was a discussion around organizing a Haunted House for a fundraiser.

V. Finance: *Credit card expenditures available for review*

Credit card expenditures were passed around for review.

VI. Director of Early Childhood/Family Services Report: Roni Fitch

PC and Board Report July 2024.doc

July 2024 Monthly Enrollment Report.xlsx

Roni shared Rich Creek site is officially closed. Equipment and materials have been moved out. Currently, there is one staff opening. Roni feels confident we will have all staff in place when school begins. The program is in a much better place than this time last year regarding personnel and open positions. There are some new principals in our blended Head Start classrooms. Kristy is in the process of meeting them and beginning the collaboration process.

VII. New Business

A. Self-Assessment – Dr. Kristy Castanon

Kristy asked for Policy Council feedback regarding self-assessment. Questions included: ways to track attendance, how can Family Wellness Coaches support families if falling behind on attendance requirements, should Head Start classrooms be allowed to have classroom treats, ie. cupcakes, cakes, etc.; in what ways can the program support teachers when children are exhibiting challenging behaviors, and how to encourage teachers to utilize their outdoor learning environments? Kristy recorded responses and will aggregate data to create the annual self-assessment report. Policy Council will receive the finished product at next meeting.

VIII. Announcements

A. Received Monitoring Review Focus Area 1 Notice (Included in packet) – Roni Fitch

FA 1 Notice .pdf

B. Moving Floyd Blended Classroom to Floyd Elementary – Leah Hill

Based on a higher number of Head Start eligible applicants in the Floyd Elementary School district; the program decided to move the 10 Head Start slots to Floyd Elementary this upcoming school year. Head Start will not have any spots in Willis or Check.

IX. Adjournment of the Meeting

Meeting was adjourned at 7:14pm.

X. Next Meeting: Monday, September 23, 2024 at 5:30pm @ Radford 1st B

September Policy Council Minutes

NRCA Head Start Policy Council
Monday, September 23, 2024 at 5:30 PM EDT
@ 215 3rd Ave., Radford, VA 24141

Attendance

Present:
Members: Ana Alexander, Caden Alexander, Jennifer Brown, Constance Burton, Kristy Castanon, Roni Fitch (remote), Leah Hill, Samantha Lucas, Candy Nichols, Stephanie Smith, Scott Sowder, Sarah Whitlock

I. Call to Order

Meeting was called to order at 5:37pm

II. Minutes from Last Meeting: July 15, 2024

July 2024 Policy Council Minutes.docx

Motion:
Motion to approve the July 15, 2024 Policy Council minutes as is.

Motion moved by Ana Alexander and motion seconded by Scott Sowder. All in favor. Motion carried.

Constance presented a request to the council to consider purchasing door barricades for the sites as well as elementary school classrooms. With all the school threats that have been taking place in our area, she felt it would be good for us to consider these for an added protection of safety. She shared the information with Leah Hill. Kristy Castanon will speak to the public schools about the barricades. She will let the Council know what the schools said.

III. NRCA Board Updates (July minutes are included in packet)

July 23, 2024 Board Minutes signatures.pdf

Discussed the NRV Haunted Prison that NRCA is sponsoring and will receive the proceeds from. Will take place the weekends of October. Still looking for volunteers to help with set-up and to help with the event.

IV. Finance: Financial Dashboard – Sarah Whitlock

August Dashboard.pdf

Head Start FY25 Income Statement - August.pdf

HS FY25 Policy Council & Parent Fund Accts - August.pdf

Sarah reviewed the Financial Dashboard. Currently under budget with several line items, because several are annual renewals and have not been completed yet. Also with school just starting, other expenses have not been spent, including client expenses. Policy Council money has not been transferred into account yet. Credit card expenditures were passed around for review.
Sarah noted the In-kind report. Since school is just beginning the balances, per site, do look small.

V. Director of Early Childhood/Family Services Report & Monthly Enrollment Report & Full Enrollment Initiative Update: Roni Fitch

PC and Board Report Sept 2024.doc

Full Enrollment Initiative Action Plan Checkpoint 2.docx

Sept 2024 Monthly Enrollment Report.xlsx

Roni shared the New Performance Standards were passed.
We continue to work towards Full Enrollment. Roni shared the updated Full Enrollment Initiative Checkpoint that she submitted to the regional office. Our program goal is to be at full enrollment by beginning of Winter Break. We have several new teachers and students needing individualized attention, we tried keeping ratios low at the beginning of school as much as possible.
There are currently 2 open positions for Center Support Aides.

VI. Specialists Reports – Included in your packet for review

ERSEA Sept 24 PC report.docx

Jodi PC Report 9 24.docx

VII. New Business

A. Self-Assessment Results and Program Information Report (PIR) Summary – Roni Fitch

2023-2024 Program Self-Assessment.docx

PIR Services Snapshot 2024.pdf

03CH010966-SummaryReport 23 24 PIR.pdf

Motion:

Motion made to approve Self-Assessment

Motion moved by Candy Nichols and motion seconded by Scott Sowder. All in favor. Motion carried.

B. 2023/2024 Child Assessment Outcomes – Dr. Kristy Castanon

2019-2024 Child Assessment Outcomes.xlsx

Kristy shared the Child Outcomes Assessment. The reports demonstrate the percentage of students meeting or exceeding expectations in the listed domains. One thing Kristy highlighted and has noticed as she is aggregating the data; is that students are entering the program with lower math skills.

C. Receive a copy of Annual Report – Roni Fitch

Annual Report 2023-2024 (4).docx

Motion:
Motion to approve 2023/2024 Annual Report

Motion moved by Candy Nichols and motion seconded by Scott Sowder. All in favor. Motion carried.

D. Input ?: What do you wish you knew about Policy Council before starting and/or what do you think a potential Policy Council member needs to know before joining? – Leah Hill

Members shared to be sure to highlight food is provided (especially Sal's cannolis), childcare is provided, as well as gas reimbursement to/from Policy Council.

E. Floyd Elementary – Field trip to Wades Orchard on 10/18; requesting $57.84 from Parent Committee Funds - Leah Hill

Motion:
Motion made to approve the spending of Floyd E Parent Committee Funds for Oct. 8th Field trip

Motion moved by Constance Burton and motion seconded by Ana Alexander. All in favor. Motion carried.

F. Requesting $100 from each parent committee fund for Parent Engagement events throughout the year - Leah Hill

Motion:
Motion made to approve this spending from each of the Parent Committee Funds to hold parent engagement events throughout the year

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

Samantha had brought some Pearisburg Parent Center funds requests: Admission to Thornspring Pumpkin Patch for students, 2 guardians, and staff.

Motion:
Motion made to approve this purchase from Pearisburg Parent Funds for Thornspring field trip

Motion moved by Constance Burton and motion seconded by Scott Sowder. All in favor. Motion carried.

Pearisburg would like to use Parent Funds to purchase two child size benches to sit alongside the adult bench in their outdoor classroom area. Cost is estimated $60 per bench.

Motion:
Motion made to approve the purchase of the child size benches.

Motion moved by Jennifer Brown and motion seconded by Candy Nichols. All in favor. Motion carried.

Pearisburg would like to request $250 for various parent engagement events they would like to hold throughout the year.

Motion:
Motion made to approve the spending of $250 to cover costs of upcoming parent engagement events.

Motion moved by Samantha Lucas and motion seconded by Jennifer Brown. All in favor. Motion carried.

9/24/2024 - Upon review of Pearisburg Parent Committee Funds and the most up-to-date account statement, Pearisburg has a balance of $593.25. The field trip may not be able to take place depending on the total cost of admission.

VIII. Announcements

A. Since you are a member of Policy Council, you are an ambassador for the Head Start program. Please help the program by encouraging parents to reach out to you, to the Site Administrator, or to Roni if you see negative publicity/posts, etc. – Leah Hill

B. Certificate Presentation – Leah Hill

Members were presented with a certificate of appreciation. This is the last meeting of this 2023/2024 school year term.

IX. Adjournment of the Meeting

Meeting was adjourned at 7:15pm.

X. Next Meeting: Monday, October 28, 2024 at 5:30pm @ Radford 1st B

October Policy Council Minutes

NRCA Head Start Policy Council
10/28/2024 5:30 PMEDT
@ 135 Church St., Christiansburg, VA 24043

Attendance

Present:
Members: Caden Alexander, Ana Alexander, Beth Bratcher, Samantha Mahoney, Jennifer Brown, Constance Burton, Roni Fitch, Leah Hill, Candy Nichols, Stephanie Smith, Scott Sowder, Sarah Whitlock

Absent:
Members: Samantha Lucas

I. Call to Order

Meeting was called to order at 5:51pm

II. Introduction of Members

III. September Policy Council Minutes

September Policy Council Minutes.docx

Motion:
September 2024 minutes approved as is.

Motion moved by Jennifer Brown and motion seconded by Candy Nichols. All in Favor. Motion carried.

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

Policy Council resource guide 2024.pptx

V. Review of documents included in your packet

A. Policy Council Minutes & NRCA Board Minutes

Sarah and Roni gave updates regarding the Haunted Prison. This upcoming weekend will be the last weekend of the season. Have heard positive feedback and have had a few sold-out nights.

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

- September Dashboard.pdf
- Head Start FY25 Income Statement - September.pdf
- HS FY25 Policy Council - September.pdf
- Parent Fund Accts - 10.17.24.pdf

Sarah explained to the council the types of reports she provides and explained the items found on the Financial Dashboard.

C. Director's Report & Enrollment Dashboard - Roni Fitch: Director of Early Childhood/Family Services

- PC and Board Report Oct 2024.doc
- September 2024 Monthly Enrollment Form (1).xlsx

Roni explained how her monthly report is set-up and the information they will expect to receive each month.

VI. Specialists Reports

- Ed policy council oct2024.docx
- ERSEA policy council report Oct 24.docx
- MH/D PC Report 10 24.docx
- N/H October 2024 Policy Council Report.doc

VII. New Business

A. Voting on time/day/place – Leah Hill

Policy Council questions - Details - Kahoot!

Members were able to vote on time and day of each meeting. Most members said day of the week does not matter; just needs to take place in the evening. City of Radford location had most votes to hold meetings.

B. Updates on Full Enrollment Initiative – Roni Fitch

Roni gave updates regarding enrollment. There are still a few open staff positions, and a few staff are having personal situations that are preventing them from being able to work: one teacher is going through breast cancer treatments, one teacher had a baby, and another teacher is the primary caregiver of a dementia family member. This has prevented the classrooms from being able to

get fully enrolled as staff need to be in place to meet licensing ratios. As staff coming on begin to get assigned to classrooms; more students will be added. Goal is to be at full enrollment before winter break begins.

Motion:
Motion made to provide these staff members with a Thinking of you gift $100 max (each) from Policy Council. Maybe a robe, slippers, diapers, flowers, etc.

Motion moved by Jennifer Brown and motion seconded by Ana Alexander. All in favor. Motion carried.

Ana made the suggestion of also having a "Pink Spirit Day" and everyone wears pink and sends those pictures to the teacher.

VIII. Announcements

Ana presented to the council a request from Pulaski and ELC parent funds $75 from each classroom to purchase turkeys and hams for their annual Family Feast at Edwards Hall on NRCC campus.

Motion:
Made a motion to approve this purchase from Pulaski and ELC parent funds

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

Constance asked about the security locks for the classrooms, what was the status? Roni shared that each locality had worked with their local police departments to provide a safety evaluation of the buildings. All of the officers had provided feedback and suggestions, and Roni was going to revisit these reports to see what security measures they recommended. Constance just wants to ensure there are additional safety measures in place for standalone sites as well as public school classrooms.

A. Marketing/recruitment videos at our stand-alone preschool sites – Roni Fitch

Roni shared that the program is working with a videographer, Dan Mirrolli. He owns his own company and was willing to produce some marketing, recruitment, and educational videos for a reasonable price. He has been going to different sites to video and will be working on editing and getting the finished products.

Roni has seen some of the footage and was impressed with the quality. These videos will be shared with the council when they are complete.

IX. Adjournment of the Meeting

Meeting was adjourned at 7:15pm.

November/December Head Start Policy Council Minutes

NRCA Head Start Policy Council
12/5/2024 5:30 PMEST
@ 215 3rd Ave., Radford, VA 24141

Attendance

Present:
Members: Alisha Persinger, Jessie Sakach, Beth Bratcher, Roni Fitch, Leah Hill, Samantha Mahoney (remote), Stephanie Smith, Scott Sowder, Paige Walters, Sarah Whitlock

Absent:
Members: Ana Alexander, Caden Alexander, Jennifer Brown, Constance Burton, Samantha Lucas, Candy Nichols

I. Call to Order

Meeting was called to order at 5:45pm.

II. Finance: Financial Dashboard – Sarah Whitlock

October Dashboard.pdf

Head Start FY25 Income Statement - October.pdf

HS FY25 Policy Council - October.pdf

Parent Fund Accts - 11.22.24.pdf

Sarah reviewed October dashboard numbers and explained the Policy Council account statement. Credit card expenditures were passed around for member review.
Sarah could not share the profit made from the Haunted prison yet because numbers were still needing to be added from the first weekend in November. She hopes to be able to share in January with the council.

III. Minutes from Last Meeting: October 2024

October Policy Council Minutes.docx

Motion:
Motion to approve October 2024 minutes as is.

Motion moved by Stephanie Smith and motion seconded by Beth Bratcher. All in favor. Motion carried.

IV. NRCA Board Minutes & Updates (September 2024 minutes are included in packet)

Board Meeting September 2024 Minutes.pdf

V. Director of Early Childhood/Family Services Report & Monthly Enrollment Report -Roni Fitch

2024.2025 Monthly Enrollment Form.xlsx

Roni shared currently there are two open staff positions. Roni explained the Full Enrollment Initiative. Program must be at full enrollment of 228 by February or we could risk losing the Head Start grant. Lead testing has been completed at all sites. All tests have come back within the allowable limits. The plan is for Christiansburg Head Start to have a new roof put on and duct cleaning completed over winter break.

VI. Specialists Reports – Included in your packet for review

ED December 2024.docx

ERSEA Dec 24 PC report.docx

MH & D PC Report 12 24.docx

VII. New Business

A. Election of Officers – Leah Hill

Since several of the members were absent, group decided to postpone election of officers until January meeting.

B. Vote to increase Policy Council mileage reimbursement – Leah Hill

Motion:
The council would like to amend the Policy Council By-laws to reflect an increase of mileage reimbursement to $.67 cents per mile. This is the current federal mileage reimbursement rate.

Motion moved by Beth Bratcher and motion seconded by Alisha Persinger. All in favor. Motion carried.

Christiansburg Head Start would like to have a winter celebration parent event and requested $120 from their parent fund to cover expenses.

Motion:
Motion made to approve this spending.

Motion moved by Jessie Sakach and motion seconded by Paige Walters. All in favor. Motion carried.

VIII. Announcements

A. Pink Spirit Day – December 6th

Thanks to the Policy Council, a few staff members received some thinking of you care packages that are experiencing life events. Those staff members were very appreciative and wanted to thank the council for their kindness.

B. Head Start grant will be due by end of February

C. Parent Survey will be coming out soon - $50 gift card drawing for completed surveys

IX. Adjournment of the Meeting

Meeting was adjourned at 7:13pm.

X. Policy Council & NRCA Board Fiduciary Training through Zoom – Tuesday, December 17th at 7:00pm

XI. Next Policy Council Meeting: Thursday, January 16, 2025 at 5:30pm @ Radford 1st B

January Policy Council Minutes

NRCA Head Start Policy Council
1/16/2025 5:30 PMEST
@ ZOOM

Attendance

Present:
Members: Ana Alexander (remote), Caden Alexander (remote), Beth Bratcher (remote), Roni Fitch (remote), Leah Hill (remote), Samantha Lucas (remote), Alisha Persinger (remote), Jessie Sakach (remote), Stephanie Smith (remote), Scott Sowder (remote), Paige Walters (remote), Sarah Whitlock (remote)

Absent:
Members: Jennifer Brown, Constance Burton, Samantha Mahoney, Candy Nichols

I. Call to Order

Meeting was called to order at 5:36pm

II. Finance: Financial Dashboard – Sarah Huff

- December Dashboard.pdf
- Parent Fund Accts - 1.14.25.pdf
- Head Start FY25 Income Statement - December.pdf
- HS FY25 Policy Council - December.pdf

Sarah reviewed the financial dashboard. There are a few line items that are under budget currently. The TTA line item will soon change as some staff will be attending upcoming conferences within the next few months.

III. Minutes from Last Meeting: December 2024

- November/December Head Start Policy Council Minutes.docx

Motion:
Motion to approve December Policy Council Minutes as is.

Motion moved by Samantha Lucas and motion seconded by Scott Sowder. All in favor. Motion carried.

IV. NRCA Board Minutes & Updates (November 2024 minutes are included in packet)

- November 10, 2024, Board Minutes.pdf

V. Election of Officers – Leah Hill

Scott Sowder volunteered to be Chair of Policy Council.
Jennifer Brown offered to be Vice-Chairperson.
Ana Alexander volunteered to be Secretary.

VI. Eligibility Training – Leah Hill

Eligibility Training for Board and Policy Council 2024.pptx

Policy Council members received the annual eligibility training by Leah Hill.

VII. Selection Criteria Approval – Leah Hill

Selection Criteria 2025.docx

Motion:
2025/2026 Selection Criteria was approved as is.

Motion moved by Scott Sowder and motion seconded by Jessie Sakach. All in favor. Motion carried.

VIII. Director of Early Childhood/Family Services Report & Monthly Enrollment Report -Roni Fitch

PC and Board Report January 2025.docx

December 2024 Enrollment Dashboard.xlsx

Roni shared that with the new administration, Head Start will receive a new director for the Office of Head Start. Roni shared the link from Dr. Garvin's letter to the Head Start program as he will be leaving the office.
The program could be chosen to complete the Improper Payment study. Our program would have to participate if so, it is not voluntary.
The administrative team received training on the Big Five Practices. They will continue to train staff as they come into the program on these best practices to use in the classrooms as well as with families.
The program is very close to being fully staffed. The background check system was down, which delayed being able to offer positions to staff. Within the week of it coming back on; we received two background checks and those staff were able to begin work. The program will be at full enrollment by the end of the month.

IX. Specialists Reports – Included in your packet for review

- ED January.docx
- ERSEA PC report.docx
- MH/D PC Report 1 25.docx
- N/H Jan 2025 (and Dec 2024)- Policy Council Report.doc

X. New Business

A. 2025/2026 Grant continuation application approval – Roni Fitch

- 2025-2026 Grant application .docx

Roni reviewed the five-year program goals. As she was writing the continuation grant, she developed the Training and Technical Assistance grant and progress on what the program's five-year goals are and how the program will work towards completion of these goals.
She also noted the transportation waiver request for our 4-year-old public school system students (a total of 45) is included in the continuation grant application. Approval of all continuation grant items will be requested at next month's meeting. Members will also receive the financial budget broken down by line items at next meeting. This also allows members time to read through the continuation application and reach out to Roni with any questions.

B. TTA Grant application approval – Roni Fitch

- TTA Narrative 2025-2026 .doc
- TTA Budget 2025-2026.docx

C. Period One Child Outcomes Report – Roni Fitch

- 2025-2029 Child Assessment Outcomes.xlsx

D. MBI Quarterly Report & CLASS Observation Report– Roni Fitch

- MBI Dec. 24.pdf

E. Five-year goals mid-year update report – Roni Fitch

- 5 yr Goals PY1 mid year update.docx

XI. Announcements

A. Those that participated in the Parent Survey will be entered into gift card drawing

B. New roof on Christiansburg Head Start building

XII. Adjournment of the Meeting

Meeting was adjourned at 7:02pm.

XIII. Next Policy Council Meeting: Thursday, February 20, 2025 at 5:30pm @ Radford 1st B

February Policy Council Minutes

NRCA Head Start Policy Council
2/20/2025 5:30 PMEST
@ Virtual

Attendance

Present:
Members: Roni Fitch (remote), Leah Hill (remote), Samantha Lucas (remote), Samantha Mahoney (remote), Alisha Persinger (remote), Jessie Sakach (remote), Stephanie Smith (remote), Scott Sowder (remote), Sarah Whitlock (remote)
Guests: Alison Harris (remote)

Absent:
Members: Caden Alexander, Beth Bratcher, Jennifer Brown, Candy Nichols, Paige Walters

I. Call to Order

Meeting was called to order at 5:36 pm.

II. Finance: Financial Dashboard and Continuation Grant Application Approval – Sarah Huff

- January Dashboard.pdf
- FY24 FFR Final Report.pdf
- Parent Fund Accts - 2.18.25.pdf
- HS FY25 Policy Council - January.pdf
- HS FY26 Grant Budget.pdf
- FY25 Head Start Mid-Year Budget.pdf

Sarah reviewed the January Finacial Dashboard. She highlighted there are some line items that are still under budget because those items will not be paid for until later in the year (ex. Equipment).
Sarah provided the Federal Financial Report FY 24 to the council. This shows our program requested all the money we were provided last school year.
Mid-year budget review
Sarah explained the mid-year budget. The program received a larger revenue than expected for the year. Also noted with that increased revenue, the required in-kind match also went up. The salary and benefit line item was lower than expected due to the staff vacancies at the beginning of the year. The budgeted travel line item went up due to the increase in the mileage rate from .67 to .70 cents. To adjust to these items in the budget, the line item in furniture and equipment will increase. This increase will pay to

replace the wooden equipment on Pearisburg's playground. This equipment is several years old and beginning to have splinters and needs to be replaced with metal equipment. Line item for hardware and software will be increased to cover the costs of laptops. Windows 10 will soon be obsolete and the laptops that have this operating system on it, will need to be replaced. With these adjustments, the mid-year budget now balances.

Motion:
Motion made to approve the Mid-year 2025 budget with these adjustments.

Motion moved by Jessie Sakach and motion seconded by Scott Sowder. All in favor. Motion carried.

Sarah reviewed the proposed FY 26 Budget. She explained that the budget looks very similar to the mid-year budget, because many of the same costs are similar for the FY 26 Budget. The budget includes all the sources of anticipated revenue. The salary and benefits line item went up slightly to account for the salary adjustment/increase to some positions.
The budget balances at the end, expenses match the revenue of $5,241,939.

Motion:
Motion made to approve the proposed FY 26 budget, the budget narrative and the 2025/2026 T/TA budget.

Motion moved by Scott Sowder and motion seconded by Samantha Mahoney. All in favor. Motion carried.

III. Minutes from Last Meeting: January 2025

January Policy Council Minutes.docx

Motion:
Motion made to approve the January 2025 minutes as is.

Motion moved by Scott Sowder and motion seconded by Samantha Lucas. All in favor. Motion carried.

IV. NRCA Board Minutes & Updates (minutes are included in packet)

Board Minutes December 17, 2024 (1).pdf

V. The Big Five Practices Overview - Alison Harris; Head Start Teaching Practices and Coaching Specialist

Big Five.pdf

Alison presented to the Council an overview of The Big 5 Practices. The Big 5 Practices come from the Pyramid model framework. These practices when implemented correctly help to decrease negative behaviors and increase child outcomes. This framework strengthens teacher's skills and assists with how to design classrooms. It teaches children what "to do" and shows students the behaviors you want to see. The practices focus on positive behaviors rather than extrinsic rewards. We have confident, competent learners when the practices are implemented to fidelity.

VI. Director of Early Childhood/Family Services Report and updates & Monthly Enrollment Report -Roni Fitch

January 2025 Enrollment Dashboard (10).xlsx

PC and Board Report February 2025.docx

Roni shared the directors report and the enrollment report. The program is at full enrollment and there is one staff opening that has been open less than 30 days.
Our program was a program that was impacted with the federal grant freeze; however, the issue has been resolved, and the program was able to draw down money to pay the expenses for the month. Our program continues to move forward and await the decision of the continuing resolution that expires on March 14, 2025.

VII. Specialists Reports – Included in your packet for review

ERSEA Feb 25 PC report.docx

February 2025 Nutr Hlth Policy Council Report.doc

Individualized Specialist Report 2 25.docx

Education Updates February 2025.docx

VIII. New Business

A. Selection Criteria update – Leah Hill & Roni Fitch

-DEI.Selection Criteria 2025 .docx

Roni and Leah shared with the council some of the wording changes on the 2025/2026 Selection Criteria. The prioritization and identified community risks

did not change; just some wording to be in line with what ACF and DHHS requests.

B. Macy Elementary Head Start Field Trip to Wonder Museum - request for $30 to pay entry fee for parents

Motion:
Motion to approve $30 from Macy Parent fund to pay the admission for parents to go to Wonder Museum field trip on Feb. 26th.

Motion moved by Scott Sowder and motion seconded by Jessie Sakach. All in favor. Motion carried.

IX. Announcements

A. Federal Review with Office of Head Start will be the week of March 24th

X. Adjournment of the Meeting

Meeting was adjourned at 6:49 pm.

A. March Policy Council: Thursday, March 20, 2025 at 5:30pm at Radford 1st B

March Policy Council Minutes

NRCA Head Start Policy Council
3/20/2025 5:30 PMEDT
@ 215 3rd Ave., Radford, VA 24141

Attendance

Present:
Members: Ana Alexander (remote), Beth Bratcher, Kristy Castanon, Roni Fitch, Leah Hill, Samantha Lucas (remote), Alisha Persinger, Jessie Sakach, Stephanie Smith, Scott Sowder, Jennifer Brown
Guests: Alison Harris, Jodi Roop

Absent:
Members: Caden Alexander, Samantha Mahoney, Candy Nichols, Paige Walters, Sarah Whitlock

I. Call to Order

Meeting called to order at 5:45pm

II. Minutes from Last Meeting: February 2025

February 2025 Policy Council Minutes.docx

Motion:
Motion to approve the February 2025 minutes as is.

Motion moved by Scott Sowder and motion seconded by Jessie Sakach. All in favor. Motion carried.

III. Finance: Financial Dashboard

February Dashboard.pdf

HS FY25 Policy Council - February.pdf

Parent Fund Accts - 3.14.25.pdf

Head Start FY25 Income Statement - February.pdf

Center in-kind totals are much better. There has been an increase since last month.

IV. NRCA Board Minutes & Updates (minutes are included in packet)

Board Minutes January 16, 2025 signed.pdf

Ana shared that the Board had reviewed and approved the Head Start continuation grant. NRCA also had a Valentine Haunted House and it made around $3,000.

V. Period 2 Child Outcomes Report and CLASS scores review – Dr. Kristy Castanon

- 2025-2029 Child Assessment Outcomes.xlsx
- CLASS scores.docx

Kristy shared the Child outcomes reports. She noted that the 4-year-olds are the Covid babies. Kristy also explained that the CLASS scores are how VDOE measure quality for the pre-k and preschool programs through the state. The VDOE has now published the profiles of all the programs in the state that participate with CLASS and can be found on the VDOE website: Home Page - Virginia School Quality Profiles.
Kristy also highlighted that our program scores are very close or higher in (instructional support domain) than the national Head Start averages.

VI. Director of Early Childhood/Family Services Report & Monthly Enrollment Report - Roni Fitch

- PC and Board Report March 2025.docx
- February 2025 enrollment dashboard.xlsx

Roni shared that federally the payment management system is working properly. Our program is now able to request funds to make payroll.
The program is at full enrollment. We are now in our 6-month maintenance plan where we must maintain full enrollment. The Head Start informational video should be ready to view next month.

VII. Specialists Reports – Included in your packet for review

- Education Updates March2025.docx
- ERSEA Feb 25 PC report.docx
- ISS PC Report 3 25.docx
- March 2025 Nutr Hlth Policy Council Report.doc

Jodi reviewed the Disabilities and Mental Health service report. She continues to receive and write referrals. The gap is getting narrower, and more children are qualifying with the school systems under services they need. Autism numbers continue to climb as well as case management numbers continue to increase.

VIII. New Business

A. Mid-year MBI (Management By Information) outcomes review - Roni Fitch

Outcomes MBI mid year 24-25.pdf

Roni shared the MBI is a report that is created quarterly and helps the program to see any areas that may need improvement throughout the year. The program then takes this data to develop a professional development plan as well as complete or revise program goals.

IX. Announcements

NRCA is acquiring the Pulaski Community Youth Center (PCYC) in Fairlawn. (It's the old Riverlawn Elementary) The celebration and open house will be April 8th. Head Start will be absorbing the mixed delivery grant that the PCYC receives. PCYC will close June 27th and NRCA will assume ownership in July.
Thriving Families funding will be ending in July with Families Forward; so, this program will be moving under NRCA's housing program. The plan is for Thriving Families to open a Family Resource Center on this new campus.
Jessie brought up the concern with the hanging limbs on Christiansburg playground. Roni shared that the large tree closest to the building is scheduled to be cut down in April and they will also thin out the other tree and remove dead branches.

X. Adjournment of the Meeting

Next Policy Council meeting was agreed upon for Thursday, May 1st at 5:30pm.
Meeting adjourned at 6:45pm.

April/May Policy Council Minutes

NRCA Head Start Policy Council
5/1/2025 5:30 PMEDT
@ 215 3rd Ave., Radford, VA 24141

Attendance

Present:
Members: Jennifer Brown (remote), Roni Fitch, Leah Hill, Samantha Lucas, Samantha Mahoney (remote), Alisha Persinger, Jessie Sakach (remote), Scott Sowder, Sarah Whitlock
Guests: Trina Porterfield

Absent:
Members: Ana Alexander, Caden Alexander, Beth Bratcher, Jennifer Smith, Stephanie Smith, Paige Walters

I. Call to Order

Meeting was called to order at 5:46pm

II. Minutes from Last Meeting: March 2025

March Policy Council Minutes.docx

Motion:
Approve March 2025 minutes as is.

Motion moved by Samantha Lucas and motion seconded by Alisha Persinger. All in favor. Motion carried.

III. Finance: Financial Dashboard – Sarah Huff

March Dashboard.pdf

Head Start FY25 Income Statement - March.pdf

HS FY25 Policy Council - March.pdf

Parent Fund Accts - 4.25.25.pdf

Sarah reviewed the Finance Dashboard. All of the line items should balance out by the end of the month; which is the end of the fiscal year for Head Start. The playground equipment and new fencing for the Pearisburg Head Start site has been purchased and should be installed over the summer. The trainings (T & TA line item) should be balanced by the end of month as staff have some trainings scheduled over the summer.

In-kind is looking good. At this time, we have not fully met our match; but still have several sheets of in-kind to enter into the system.
Credit card expenditures were passed around for member's review. Expenditures did include staff background checks.

IV. NRCA Board Update – Ana Alexander

V. Director of Early Childhood/Family Services Report & Monthly Enrollment Report & FA1 Monitoring Report: Roni Fitch

- OHS Monitoring Review Report - 03CH012600 (2).pdf
- 2024.2025 Monthly enrollment .xlsx

Roni reviewed the Directors report. We must maintain enrollment through the 12 months period.
On a federal level, the program received guidance around looking at healthier eating options and going back to full family style dining. Also, there is major restructuring with the Head Start regional offices. 5 offices have closed across the country. Our program is moving to the Atlanta (Southeast) regional office and will receive a new program specialist. Office of Head Start has appointed a new office director, Tala Hooban, since we are under a new administration. The program has also received guidance that include more steps to draw down funds from the payment management system; to hopefully prevent any problems in the future.

VI. Specialists Reports - Included in your packet for review (Presenters: Trina Porterfield)

- April-May 2025 Nutr Hlth Policy Council Report.doc
- Ed April .docx
- ERSEA May 25 PC report.docx
- Jodi PC report 4 25.docx

Trina shared the Nutrition and Health Report. She shared that the Child & Adult Food Program (CACFP) Audit went very well. There were no findings. One recommendation was to include the required portion size on the menus.
Trina also discussed the Federal Review Focus Area 1 health services. The plan to correct this area of concern is to have the Family Wellness Coaches schedule with the parents a dental visit right there on the enrollment visit. This will get the process started, rather than delaying to when school begins.
The other specialist's reports are for members to review at their convenience.

VII. New Business –

A. Request for parent funds: Floyd E field trip, End of Year Celebrations

Motion:
Motion made to approve $200 from Blacksburg and Christiansburg parent committee funds for end of the year celebration and $100 from Margaret Beeks parent committee funds for end of year celebration.

Motion moved by Scott Sowder and motion seconded by Alisha Persinger. All in favor. Motion carried.

Motion:
Motion made to approve $100 from Pearisburg parent committee funds for end of year celebration.

Motion moved by Alisha Persinger and motion seconded by Scott Sowder. All in favor. Motion carried.

Motion:
Motion made to approve $100 from ELC parent committee funds and $80 for each classroom from Pulaski Parent Committee Funds for end of year celebrations.

Motion moved by Samantha Lucas and motion seconded by Scott Sowder. All in favor. Motion carried.

Motion:
Motion made to approve $50 each for Floyd Head Start and Floyd Elementary School from parent committee funds for end of year celebrations.

Motion moved by Samantha Lucas and motion seconded by Scott Sowder. All in favor. Motion carried.

Motion:
Motion made to approve spending of $30 from parent committee funds for Floyd E field trip to NRV Superbowl.

Motion moved by Alisha Persinger and motion seconded by Samantha Lucas. All in favor. Motion carried.

Motion:

Motion made to approve spending of $320 for McHarg and $150 for 1st B from parent committee funds for end of year celebrations.

Motion moved by Scott Sowder and motion seconded by Samantha Lucas. All in favor. Motion carried.

B. Input on Parent, Child, Staff Code of Conducts

2024 parent code of conduct.pdf

Discussed how the members interpret the current code of conduct. A member did suggest that there are parts that need to be very specific. If we are not able to expel students, then that needs to be in writing. It leaves the door open for misinterpretation. Also needs to state specifically if a student needs a reduced schedule what that looks like and what the steps of the plan are. Members suggested the code of conduct be shared at first home visit or center orientation and be revisited with families throughout the year.

C. New PC/Board Liaison term begins in July 2025

Leah shared that it's time for a new Head Start/Board Liaison to be appointed. It's a two-year term and requires attending the meetings commitment. Leah asked the members to consider and she will be in touch within the next few weeks to see if anyone would like to volunteer for this position.

VIII. Announcements

A. Head Start's 60th birthday

This month marks 60 years the Head Start Act was passed and signed into effect. There will be 60th birthday celebrations at all of the end of year celebrations recognizing this outstanding accomplishment.

B. Moving Radford 1st B classroom to McHarg Elementary and one Pulaski classroom to new space in Fairlawn (for school year 2025/2026)

The 1st B classroom in Radford will be moving to McHarg Elementary next school year. All the Head Start slots will be in McHarg for the City of Radford.
The agency has acquired the old Riverlawn elementary school in Fairlawn. We will be moving a classroom from Pulaski Head Start to this new space with the classroom beginning in August. We will also have Mixed Delivery spots offered as

well as paying slots for families that need this service. The early childhood wing of the building will be called Project Grow and Learn.

C. Sign the National Head Start Association (NHSA) Letter of Support

http://go.nhsa.org/action

Want to encourage families to sign the letter of support for the program. In the president's current proposed budget, Head Start program was completely eliminated. The program needs all the support and success stories it can get.

IX. Adjournment of the Meeting

Meeting was adjourned at 7:29pm.