



Kacey Dalton, Policy Council Chairperson (276) 236-7131

**ROOFTOP OF VIRGINIA CAP HEAD  
POLICY COUNCIL MINUTES  
Thursday, June 17, 2021**

Rooftop of Virginia CAP Head Start Policy Council held their regular meeting on Thursday, June 17, 2021, at 11:00 AM in the Head Start meeting room at Rooftop Agency.

Kacey Dalton, PC President, called the meeting to order.

Kacey Dalton called roll for the Policy Council Meeting:

Members Present	Members Absent	Staff Present
Ted Merry	Jennifer Cockerham ( <i>Excused</i> )	Jessica Edwards
Kacey Dalton	Regina Gardner	Brenda Amburn
Alexis Mankins		Debbie Liddle
		Danielle Blevins
		Joan Weaver

Quorum for the meeting was met with three voting Policy Council members present for the meeting.

Kacey asked all members to read the minutes from May 20, 2021 Policy Council meeting. Alexis Manning made the motion, which was seconded by Ted Merry, to approve the minutes of the PC meeting from May 20, 2021. Motion carried.

The Treasurer’s Report was given by Kacey Dalton with the Policy Council account having \$3,105.86. Ted Merry made the motion, which was seconded by Alexis Mankins, to approve the Treasurer’s Report of \$3,105.86. Motion carried.

Kacey Dalton asked members to look over the May 2021 Head Start Governing Board/Policy Council Report. Ted Merry made the motion, which was seconded by Alexis Mankins, to accept the Governing Board/Policy Council Report for May 2021. Motion carried.

Kacey Dalton gave the following Personnel Committee report:

- Vacancies
  - 2 Head Start Teachers
  - 1 Teacher Assistant
  - 1 Caregiver
  - 1 Home Visitor Assistant
- Early Head Start Kitchen Manager – Mariah Leonard

Alexis Mankins made the motion, which was seconded by Ted Merry, to accept the above Personnel Report. Motion carried.

Jessica Edwards gave the facilities update and reported that the program now has a site plan for Independence EHS/Head Start Center. Jessica is currently accepting quotes to complete the grading which will close on Monday, June 21, 2021. Once the grading is completed, the property will be ready for the modular to be installed.

Jessica Edwards introduced the updated Rooftop of Virginia CAP Head Start job descriptions to Policy Council and went over the updates. The job descriptions were the following:

Bus Driver/CDL Trainer/Substitute Bus Driver	Classroom Aides	Family Advocate
Child Development Specialist	Caregiver	Family Services/Transportation Specialist
Child Services Specialist	Floater	Home Visitor
Maintenance/Janitor	Substitute	Teacher Assistant
ERSEA Assistant/Home Visitor Trainer	Teacher	Home Visitor Substitute
Family Advocate/Bus Driver		

Alexis Mankins made the motion, which was seconded by Ted Merry, to approve the updated Job Descriptions. Motion carried.

Rooftop of Virginia CAP Personnel Policies were presented to Policy Council and discussed by Jessica Edwards. Ted Merry made the motion, which was seconded by to approve RTOV Personnel Policies. Motion carried.

Jessica presented Head Start Policies & Procedures to Council members. Alexis Mankins made the motion, which was seconded by Ted Merry to approve RTOV Head Start Policies and Procedures for 2021/2022. Motion carried.

The 2020/2021 RTOV Head Start Parent Handbook was presented by Brenda Amburn. Ted Merry made the motion, which was seconded by Alexis Mankins to approve the 2021/2022 Head Start Parent Handbook. Motion carried.

ACF-IM-HS-21-02 Insurance; Layoff; Furlough, Group Health; Premium; COBRA; Unemployment dated 06/02/2021 was presented to Policy Council. Alexis Mankins made the motion, which was seconded by Ted Merry to accept ACF-IM-HS-21-02. Motion carried.

ACF-PI-HS-21-04 ERSEA was presented to Policy Council. Ted Merry made the motion, which was seconded by Alexis Mankins, to accept ACF-PI-HS-21-04 ERSEA. Motion carried.

Jessica presented Virginia Inspection Summary from Cana Head Start Center on 05/17/2021 and the Violation Notice from 05/17/2021 for Cana Head Start Center. Ted Merry made the motion, which was seconded by Alexis Mankins, to accept the Cana Head Start Center Inspection Summary and Violation Notice. Motion carried.

Brenda Amburn, Family Services Specialist, discussed the spend down of Parent Activity Funds for 2020/2021 with Policy Council members. Following discussion, the remainder of the funds will be spent meals for PC Meeting, Postage, Policy Council folders and items for the new year, Gas Cards for current members of Policy Council, Gas Cards for door prizes for next year's meetings; Gas Cards for parents in the program with medical crisis involving a child.

### **ENROLLMENT REPORT**

Joan Weaver, Child Services Specialist, gave the May 2021 Enrollment Report. Joan reported that Head Start classrooms have ended for the program year and that there are 93 children in Early Head Start.

Alexis Mankins made the motion, which was seconded by Ted Merry, to approve the May 2021 Enrollment Report as presented. Motion carried.

### **SERVICE AREA REPORTS:**

Brenda Amburn reported that May 2021 Average Daily Attendance was 85%. She also informed PC that so far this year there were 3,594 Social Services rendered.

Jessica Edwards reported for the Child Development Specialist that the Head Start to Kindergarten classroom is open for June 2021 and that seven children are attending and staff and children are having a great time. Early Head Start are learning about ChildPlus DRDP Observations.

Jessica also reported for the Health Specialist and informed Council that MAT classes and First-Aid/CPR classes have been scheduled for August 2021.

Ted Merry made the motion, which was seconded by Alexis Mankins, to approve the May 2021 Service Area Reports. Motion carried.

Jessica went over the May 2021 Financial Reports for Head Start/EHS and the May 2021 Credit Card and Director's Report. Ted Merry made the motion, which was seconded by Alexis Mankins, to approve the May 2021 Financial Reports, Credit Card Reports and Director's Report. Motion carried.

Ted Merry made the motion to adjourn, which was approved and seconded by Alexis Mankins. Motion carried.

Respectfully submitted,

Debbie Liddle, Head Start Office Manager  
Acting Recorder