

# BSACAP Policy Council Minutes

Date: November 15, 2022

Reva Perkins (M)

Jessica Gilliland (A)

Delsie Fletcher (S)

Burnis Lowe (V)

Phyllis Lowe (M)

James Harless (M)

Michelle Harless (V)

Leah Cure (S)

William Caudill (V)

Lashonda Stone (M)

Tammy Johnson (CR)

Randi Varney (M)

Wanda Wells (S)

Bettina Coleman (S)

Katie Justice (M)

Bobbie Robinette (S)

Tamea Hall (M)

Ashley Reed (M)

Jeana Luster (M)

Jessica Crabtree (S)

Ashley Spradlin (S)

Bryan Auxier (S)

Kathy Reed (S)

Stacy Blanton (S)

Tracy Jenkins (S)

Robert Blankenship (A)

(M) Member, (A) Alternate, (CR) Community Representative, (S) Staff, (V) Visitor

Meeting Called To Order By:

Chairperson: LaShonda Stone

Roll Call by Secretary: Tammy Johnson

There were 11 voting members present which does constitute a quorum.

## Approval of Minutes:

Members were advised that the October minutes were provided in their packet.

Motion Made By:

Randi Varney

Seconded By:

Phyllis Lowe

Motion Carried:

Yes

## Old Business:

- i. PC Bylaws Update – The Bylaws were given to everyone at the last meeting for their review. Mr. Jenkins asked if anyone had any questions or recommendations for changes to the Bylaws before them being approved. There were none.

Motion Made By: Jeana Luster  
Seconded By: Tamea Hall  
Motion Carried: Yes

## New Business:

### Election of Community Representatives:

Tammy Johnson, Krista Tackett and Kathy Adams volunteered to be Community Representatives for the 2022-2023 Policy Council.

Motion Made to Accept By: Randi Varney  
Seconded By: Phyllis Lowe  
Motion Carried: Yes

### Program Governance Training:

Members were provided Robert's Rules of Order and Head Start Governance Management Responsibilities for them to review.

### Statistical Report:

Jessica Crabtree advised Members that Model City had the highest average daily attendance with 90.3%; Martin County had the highest average volunteer hours per child for the month; and Floyd County had the highest percentage of parents attending meetings for October. Certificates were provided to all winners.

### Financial Report Training:

Members were advised that a copy of the October Financial Report was provided in their packet. Mr. Jenkins explained several of the line items on the Financial Report and what typical costs are associated with individual lines.

### **Nutrition Report:**

The Nutrition Report was included in the packet for members. It addresses the number of children served breakfast, lunch and snacks in October.

### **Director's Report:**

A copy of the Director's Report was provided to members. It included family information for the program.

### **Hiring Decisions:**

#### **i. Model City Sub Teacher Assistant**

Ashley Roberts was hired as sub teacher assistant at Model City.

### **Door Prizes:**

Door prizes were given to:

Jessica Gilliland

Phyllis Lowe

James Harless

Tammy Johnson

Randi Varney

### **Business from the Floor:**

Members were advised that Health Advisory would be held November 30 at Barnhouse Pizza in Paintsville.

Members suggested Pig in a Poke in Paintsville for the December PC meeting.

### **Adjourn:**

Motion Made By:

Tamea Hall

Seconded By:

Jeana Luster

Motion Carried:

Yes

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Chairperson