

BSACAP Policy Council Minutes

Date: February 20, 2024

Karen Alsept (S)	Kathy Reed (S)
Kimberly Hutcheson (A)	Bryan Auxier (S)
Tammy Taulbee (S)	Amber Hunter (S)
Phyllis Lowe (M)	Kayla Ward (M)
Burnis Lowe (V)	Patti Miller (S)
Ashley Harless (V)	Rebecca Kilgore (S)
James Harless (M)	Stacy Blanton (S)
Sandra Cavins (M)	Tammy Johnson (CR)
Stacy Dorton (A)	Reva Perkins (M)
Leah Cure (S)	Phyllis Lowe (M)
Beverly Bush (S)	Tracy Jenkins (S)
Bobbie Robinette (S)	Michelle Harless (S)
Cheryl Pinion (M)	Ruby Mulkey (M)
Krista Vanhoose (CR)	Kathy Adams (CR)
Keaton Morton (M)	Ashley Hignite (M)

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

Meeting Called To Order By: Tracy Jenkins
Roll Call by: Bryan Auxier

There were 14 voting members present which does constitute a quorum.

Approval of Minutes:

Members were provided with a copy of the January minutes, and they were posted on the Facebook page for review.

Motion Made By: Stacy Dorton
Seconded By: Phyllis Lowe
Motion Carried: Yes

Old Business:

[Review of Policy Council Attendance](#)

Mr. Jenkins asked everyone to review the attendance of PC members. He mentioned that the By-Laws states that a member of the Policy Council can be terminated by a two-thirds vote of the Policy Council if he/she is absent from three (3) consecutive meetings without having submitted a legitimate excuse in writing to the Policy Council Chairperson (or in his/her absence the Vice-Chairperson) prior to the meeting.

Kimberly Preece has resigned her position as chairperson and as member of the Policy Council. Members decided to wait and elect a new chairperson at the March meeting.

New Business:

[Financial Report:](#)

Members were provided a copy of the January Financial Report, and they were posted on the Facebook page for review.

Motion Made By:

Tammy Johnson

Seconded By:

Ashley Hignite

Motion Carried:

Yes

[Statistical Report:](#)

Mr. Jenkins discussed the statistical report. Floyd County had the highest average daily attendance with 88.5% and the highest average volunteer hours per child for the month; and Johnson County and Model City tied as both had the highest percentage of parents attending meetings for January. Certificates will be provided to all the winners.

[Director's Report:](#)

Mr. Jenkins informed members that the grantee managers had started conducting CLASS videos reviews. He reminded members that a federal review took place in January and discussed specifics about what they knew so far. He stated that it would be several weeks before the program would receive an official report, but he felt that it would be a mostly positive result.

[Nutrition Report:](#)

Members were provided with a copy of the January Nutrition Report.

Policy Review and Approval:

1) Monthly Health & Safety Monitoring

This was a current policy that just needed to be updated to be more specific with the monthly Health and Safety Checklist and the steps to follow after it is completed each month.

Motion Made By: Keaton Morton
Seconded By: Ashley Hignite
Motion Carried: Yes

Model City Parent Activity Proposal:

Amber Hunter was asked to describe the proposal for a Parent Activity that would take place in the Model City program. Parents will be crafting a gumball machine for Easter as a socialization activity.

Motion Made By: Krista Vanhooose
Seconded By: Phyllis Lowe
Motion Carried: Yes

Teacher Qualifications Waiver Review:

Mr. Jenkins stated that the program was unable to find applicants with an AA in Early Childhood for two lead teacher positions in Pike County. The names of two individuals have been submitted to the Office of Head Start to apply for a waiver of the education qualifications for a 3 year period. Approval was given by the Board, but Policy Council approval is also needed.

Motion Made By: Phyllis Lowe
Seconded By: James Harless
Motion Carried: Yes

Review & Approval of the 24'-25" Child Eligibility Criteria:

Disabled and incarcerated parents/guardians were mentioned as possible changes to the criteria. Members decided to table the discussion until the March meeting.

Discussion of Upcoming Parent Survey:

Mr. Jenkins informed members the end of the year parent survey will be available within the next 1-2 months. He encouraged all parents to share their thoughts by completing the survey and discussed how helpful it really is to the goals and direction of the program. Last year, around 370 parents completed it. A link to the survey will be posted in the social media parent group for each classroom and he asked the PC members to discuss the importance with their Policy Committee and Parent Committee members.

Planning for March Meeting:

Members choose El Azul or Peking for the March 19, 2024 meeting.

Door Prizes:

Door prizes were awarded.

Business from the floor:

Stacy Dorton asked members to add in curriculum concerning non-religious teaching concerning Jesus. Mr. Jenkins shared that he was understanding and supportive of her feelings, but that federal law prohibited such teaching.

Adjourn:

Motion Made By:

James Harless

Seconded By:

Reva Perkins

Motion Carried:

Yes

Chairperson