

BSACAP POLICY COUNCIL MINUTES

Date: May 15, 2018

Delsie Fletcher (S)

Tracy Jenkins (S)

Anna Shepherd (S)

Teresa Adkins (M)

Melinda Hall (S)

Sue Brown (CR)

Samantha Ratliff (A)

Steve Walters (V)

Heather Williamson (M)

Dawn Fitzpatrick (CR)

Tasha Holliday (M)

Karen Alsept (S)

Ashton Bolden (M)

Patricia Fleming (M)

Teresa Campbell (S)

Stella Collins (M)

Stacy Robinette (S)

Amber Hunter (S)

Leslie Ratliff (M)

Amanda Walters (CR)

Josh Ratliff (V)

Leah Cure (S)

Cynthia Mounts (M)

Bronna Francis (S)

Ash'Leigh Adams (M)

Debbie McKenzie (S)

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

Meeting Called To Order By:

Roll Call:

Chairperson: Stella Collins

Secretary: Ash'Leigh Adams

Thirteen voting members were present which does constitute a quorum.

Approval of Minutes:

Members received and reviewed the minutes without questions.

Motion Made By:

Teresa Adkins

Seconded By:

Heather Williamson

Motion Carried:

Yes

Old Business:

Follow-up On Potential Program Cuts

Mr. Jenkins updated members of the status of the proposed cuts. Shawna Howell, Secretary, has taken a voluntary lay off and it is not certain if the position will be rehired. A classroom in Martin County will be closing. Mr. Jenkins explains the reason for the closing of the classroom is due to the population not being there and not being able to fill the the 124 funded child slots during this whole year. Mr. Jenkins met with the Superintendent

of Martin County regarding this issue and it was decided to go ahead with the closing of the classroom pending PC approval. With the closing of the classroom a teacher assistant will lose her job but the lead teacher position has not been filled at this point so there would only be one job loss instead of two.

Approval of Closing Classroom:

Members were made aware of a Martin County classroom closing next school year. Mr. Jenkins stated the money saved will be used for retirement. There may not be any cuts next year as we will have to wait and see.

Motion Made By: Heather Williamson
Seconded By: Amanda Walters
Motion Carried: Yes

New Business:

Financial Report:

Members received and reviewed the financial report and credit card expenditure. Mr. Jenkins stated not much money has been spent at this point in the year because we were waiting to see how the retirement increase would affect our budget. However, now that we know what the increase will be, we will be able to begin spending more money on the items that are listed in our approved budget. Some of the money will be used to help fix some of the issues with playgrounds. Heather Williamson stated she has concerns with WR Castle's playground. Mr. Jenkins stated he was aware of the problems with this playground and one of his managers had documented the issues in a recent observation.

Motion Made By: Heather Williamson
Seconded By: Amanda Walters
Motion Carried: Yes

Statistical Report:

Melinda Hall, Family Services Manager, acknowledged Pike County for having the highest average daily attendance. She also recognized Magoffin County for having the highest volunteer hours and parent meeting attendance. Each program was given a certificate of accomplishment. Ms. Hall also pointed out that overall the program had 86.4% attendance. She made reference that 3 programs did not meet the 85% attendance as this is what the program always strives to meet.

Child Assessment (Winter Checkpoint Data):

Mr. Jenkins shared results of the Child Assessment Data for the winter checkpoint. The Spring checkpoint results will be given at the July meeting. He explained the expected score and actual score. The main concern appears to be with fine motor as the expectation was that 85% of the children would be meeting or exceeding the goal, yet only 73% actually did. Mr. Jenkins stated that staff would be taking a closer look at the scores for fine motor and try to analyze what the causes may be for the unsatisfactory percentages. Based upon the Self-Assessments and Classroom Observations the overall result could be a result of some classrooms lacking a sufficient amount of fine motor materials.

Parent School Readiness Survey Information:

Parent School Readiness surveys will not be conducted this year. The reason is because a parent survey was completed only a few weeks ago as part of the annual self-assessment.

Director's Report:

Members received and reviewed the director's report without question. This talks about the closing of the Warfield classroom and the COLA increases.

Motion Made By:	Teresa Adkins
Seconded By:	Heather Williamson
Motion Carried:	Yes

2017-2018 Kindergarten Readiness Results:

Mr. Jenkins shared with members the information regarding Kindergarten Readiness Results. He discussed the screening tool used by all school districts in Kentucky which is Brigance. When children are screened with the Brigance tool, their score is either "Ready" or "Not Ready" for Kindergarten. The results from all KY school districts are then put in a report by KDE and published. Mr. Jenkins had recorded the scores for all of the BSACAP school districts and put them in a single document to compare the results for each Head Start program. He pointed out discrepancies in the data because of how the children are entered in the tracking system at the school level. He answered questions regarding the report. Mr. Jenkins reminded members this was emailed to them prior to the meeting.

BSACAP Self-Assessment Improvement Plan:

Mr. Jenkins reported that all programs completed a self-assessment plan and submitted to the Grantee office. Based upon the results, the BSACAP plan was developed. This was a combination of what was found and what was needed. The Improvement Plan had been emailed to all PC members prior to this meeting so they could review it.

Motion Made By:	Amanda Walters
Seconded By:	Cynthia Mounts
Motion Carried:	Yes

Nutrition Report:

Members received and reviewed the nutrition report without questions.

Model City State Review Report and Corrections:

Each year, the Model City Head Start receives an on-site review by the KY Division of Regulated Child Care because they operate under a daycare license. Mr. Jenkins discussed the 2 small findings when licensing came

because they operate under a daycare license. Mr. Jenkins discussed the 2 small findings when licensing came for their site review. A correction plan was reviewed with members.

Motion Made By: Sue Brown
Seconded By: Teresa Adkins
Motion Carried: Yes

Business From the Floor:

Members opted for no meeting in June, however reports and minutes will be emailed to each member. Mr. Jenkins stressed July is an important meeting and everyone needs to attend. Meeting in July will be held at the Jenny Wiley Lodge.

Adjourn:

Hearing no other business from the floor, Ms. Collins asked for a motion to adjourn the meeting.

Motion Made By: Teresa Adkins
Seconded By: Amanda Walters
Motion Carried: Yes

Chairperson