

BSACAP POLICY COUNCIL MINUTES

Date: August 21, 2018

Bernice Trimble (A)
Tracy Jenkins (S)
Teresa Campbell (S)
Sue Brown (CR)
Dawn Fitzpatrick (CR)
Heather Williamson (M)
Samantha Ratliff (A)
Steve Walters (V)
Amanda Walters (CR)
Ashtin Bolden (M)
Stacy Robinette (S)
Karen Alsept (S)

Stella Collins (M)
Leah Cure (S)
Teresa Adkins (M)
Melinda Hall (S)
Tammy Scarberry (S)
Ashley Perrigan (M)
Josh Ratliff (V)
Kathy Arnett (M)
Marie Langel (S)

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

Meeting Called To Order By:

Chairperson: Stella Collins

Roll Call:

Secretary: Melinda Hall

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

Approval of Minutes:

Members received and reviewed the minutes without questions.

Motion Made By:

Teresa Adkins

Seconded By:

Kathy Arnett

Motion Carried:

Yes

Old Business:

None

New Business:

Financial Report:

Members received and reviewed the financial report. Mr. Jenkins explained two of the biggest amounts on the

financial report which were office supplies and classroom supplies. These two areas has the most spending.

Motion Made By: Sue Brown
Seconded By: Heather Williamson
Motion Carried: Yes

Director's Report:

Not available for the meeting.

Child Enrollment Status

Mr. Jenkins stated all Head Start programs have started school with the exception of Johnson, which will be starting tomorrow. He explained there has to be a certain amount of children accepted before the first day of school. Families are notified prior to school starting if their child got accepted. There was some concern with Martin County meeting enrollment however they met their 104 slots. Mr. Jenkins discussed not all children will show up and a few families will take their child out after a few days. He explained the waiting list process and how some of those children will get in at a later time. Programs have 30 days to replace those children not planning on attending Head Start. This year the total number of funded enrollment is down 20 children due to the closing of a classroom.

Approval of Model City Substitutes

Mr. Jenkins stated interviews were conducted. There are 2 staff members going on maternity leave. Chelsea Woodford approval for substitute.

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

Approval of Model City Transportation Coordinator

Mr. Jenkins discussed the interviews that were conducted for this position. He stated that the position requires that the person have a CDL in order to drive the bus. Since we could not find a suitable person with a CDL, the position will be offered to a current employee, Amanda Lowe, who will work toward obtaining a CDL as quickly as possible.

Motion Made By: Sue Brown
Seconded By: Heather Williamson
Motion Carried: Yes

BSACAP Administrative Assistant

Mr. Jenkins explained interviews were conducted and there were 188 applicants. Katie Rowe was chosen for the position.

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

Approval of Model City Floater Position

Mr. Jenkins stated this position was posted in house. One of our current substitutes, Andrena Dotson, was interested in becoming the floater teacher assistant. The position has been offered to her pending PC approval.

Motion Made By: Dawn Fitzpatrick
Seconded By: Sue Brown
Motion Carried: Yes

Review and Approve Various Family Services Policies

Mr. Jenkins explained the changes made to the policies were to meet the new standard requirements. Members had no questions about policies.

Motion Made By: Dawn Fitzpatrick
Seconded By: Sue Brown
Motion Carried: Yes

Business From the Floor:

Member asked the question "Why can't we do fundraising in the Head Start program?" Mr. Jenkins explained that because of new federal regulations that were put in place a few years ago, our program decided to eliminate fundraising because of the danger of accidentally violating one of those rules and jeopardizing our federal funding. He explained the rules and the reasons behind them. Mr. Jenkins thanked everyone for coming and being a part of the council. Next meeting set for September 18, 2018, at (1) El Azul or (2) Jenny Wiley Lodge.

Adjourn:

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

Motion Made By: Amanda Walters
Seconded By: Teresa Adkins

Motion Carried:

Yes

Chairperson