

# BSACAP Policy Council Minutes

Date: September 17, 2019

Dawn Fitzpatrick (CR)

Sue Brown (CR)

Brandon J. Allen (M)

Bobbi Jarrell (S)

Ada Hardin (M)

Jennifer Prater (A)

Mary Wright (M)

Rhonda Newman (S)

Nicole Wakeland (M)

Brittany Rodebaugh (M)

Tammy Grant (S)

Brandy Shanks (S)

Leah Cure (S)

Brittany Chaney (S)

Brandy Scarberry (M)

Stacy Tucker (M)

Courtney Ritz (M)

Bryan Auxier (S)

Kathy Adams (S)

Chelsey Moore (M)

Phelisha Burchett (A)

Delsie Fletcher (S)

Stacy Blanton (S)

Missy Spears (S)

Tammy Taulbee (S)

Kelly Isaac (S)

Steve Walters (V)

Amanda Walters (CR)

Lisa Pruitt (A)

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

**Meeting Called To Order By:**

**Chairperson: Brandon Allen**

**Roll Call:**

**Chairperson: Brandon Allen**

There were 8 voting members present and Cynthia Mounts gave her approval by phone of the items discussed which does constitute a quorum.

**Approval of Minutes:**

Members received and reviewed the minutes without questions.

Motion Made By:

Sue Brown

Seconded By:

Dawn Fitzpatrick

Motion Carried:

Yes

**Old Business:**

No old business was discussed.

### **New Business:**

### **Financial Report:**

The Financial Report and credit card expenditure sheet for August were reviewed and approved by all present members on the Policy Council.

Motion Made By: Dawn Fitzpatrick  
Seconded By: Brittany Rodebaugh  
Motion Carried: Yes

### **Statistical Report:**

The Statistical Report for August was provided to all present members. Model City had the highest average daily attendance with 94.7% and Martin County had the highest average volunteer hours per child. Missy Spears advised both programs that certificates would be awarded for these achievements.

### **Budget Modification for 2018-2019 Budget:**

The Budget Modification was tabled until the October 2019 meeting.

### **Policy Review & Approval:**

Tammy Taulbee advised that the updated policies were all uploaded to the Facebook page.

### **Lesson Planning:**

“A standard set of daily lesson plans will be used in all classrooms (excluding Floyd County) to ensure that all children receive a quality educational experience that will strengthen their cognitive, social, and physical skills.”

### **Setting Up the Physical Environment:**

“The indoor and outdoor classroom environment will foster optimal growth in school readiness and promote development of the child as a whole.”

Brandon Allen mentioned that Martin County’s playground equipment is all old and needs to be replaced. Tammy Taulbee advised Mr. Allen to speak with the Head Start Director concerning the matter.

### **Classroom Safety:**

“Staff will maintain safety in all aspects of their job while working with families, children and other staff.”

### **Staff & Volunteer Health:**

“To ensure staff and volunteer health.”

Motion to approve Made By:

Sue Brown

Seconded By:

Nicole Wakeland

Motion Carried:

Yes

### **Director’s Report:**

The Director’s Report was provided to all present members. It states that all seven programs began the school year with the appropriate number of children accepted but enrollment declined on the first day of school. The report also states that all vacant enrollment slots must be filled within 30 days.

### **Enrollment Status Report:**

The Enrollment Status Report was provided to all present members. Tammy Taulbee discussed that Paintsville has used 28.2% of over income slots.

### **Nutrition Report:**

The Nutrition Report for August was provided to all members present. Brandon Allen asked why strawberry milk isn’t an option. Tammy Taulbee advised that white milk has to be provided for snacks.

### **Preparation for Policy Council Transition:**

Tammy Taulbee advised that all new members as well as old members are invited to the October meeting.

### **Door Prizes:**

Door prizes were awarded to Courtney Ritz, Mary Wright, and Nicole Workman.

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

Next meeting set for October 15, 2019 at Ramada in Paintsville, Ky.

**Adjourn:**

Motion Made By:

Sue Brown

Seconded By:

Dawn Fitzpatrick

Motion Carried:

Yes

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Chairperson