

# BSACAP Policy Council Minutes

Date: January 23, 2024

Timothy Hall (M)	Keaton Morton (M)
Reva Perkins (M)	Ashley Hignite (M)
Jerikia Jackson (A)	Brittany Chaney (S)
James Harless (M)	Michelle Harless (S)
Kimberly Hutcheson (A)	Krista Vanhooose (CR)
Savannah Flanery (A)	Delsie Fletcher (S)
Wray Lynn Abshire (S)	Patti Miller (S)
Kathy Reed (S)	Rhonda Newman (S)
Stacy Blanton (S)	Kayla Justice (M)
Tracy Jenkins (S)	Phyllis Lowe (M)
Jessica Crabtree (S)	Tammy Johnson (CR)
Becky Kilgore (S)	Tammy Grant (S)
Karen Alsept (S)	Stacy Paige (S)
Ashley Spradlin (S)	Bryan Auxier (S)
Beth Preston (S)	Nicole Wakeland (A)
Bobbie Robinette (S)	Beverly Bush (S)
Leah Cure (S)	

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

***Due to inclement weather that led to school closings, the in-person meeting was changed to virtual.***

Meeting Called To Order By: Tracy Jenkins  
Roll Call by: Stacy Blanton

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

## **Approval of Minutes:**

December minutes were posted on the Facebook page for members to review.

Motion Made By: Phyllis Lowe  
Seconded By: Keaton Morton  
Motion Carried: Yes

## **Old Business:**

There was no old business to discuss.

## **New Business:**

### *Review of Policy Council Attendance*

The review of Policy Council attendance was tabled until the February meeting.

### *Statistical Report:*

Jessica Crabtree presented and discussed the statistical report. Paintsville had the highest average daily attendance with 88.3%; Pike County had the highest average volunteer hours per child for the month; and Johnson County had the highest percentage of parents attending meetings for December. Certificates will be provided to all the winners.

### *Hiring Decisions:*

#### *i. Quality Control Manager*

Rebecca Kilgore was interviewed and hired for the Quality Control Manager position.

#### *ii. Model City Substitute*

Rachel Akers was hired for the Model City Substitute position. She will begin work once her background check has been received.

### *Mid-Year Child Attendance Report:*

Patti Miller provided the members with a report showing child attendance for all 63 classrooms during the months of Aug-Dec. She explained that the classroom goal for attendance is 85% and above while overall child attendance was 86.06%. She explained that attendance has been down recently due to illness.

### *ERSEA Training:*

Members were provided a handout on the Facebook page explaining ERSEA policies and procedures for BSACAP. Mr. Jenkins discussed various topics relating to the eligibility and enrollment of children in this program. The eligibility criteria was attached as part of the training materials so members can see what gives children eligibility points in consideration for enrollment. Mr. Jenkins advised members that a comprehensive training document is available for them to review all ERSEA information on the [www.bsacapheadstart.com](http://www.bsacapheadstart.com) website.

*Child Assessment Results (Checkpoint #1)*

Ashley Spradlin shared with members the results and how they relate to our 16 school readiness goals. She discussed the child assessment results versus the expectations. She pointed out that our children scored much higher than in the past, possibly due to the pandemic having a negative effect on teaching strategies for a period. The full report can be seen on the Facebook page.

*Discussion of Federal Review Schedule:*

The Federal Review will take place the week of January 29, 2024. Reviewers will be looking at every detail to ensure that children are being properly served. Policy Council member representatives will meet with reviewers on Thursday, February 1, 2024 at 9:00-9:30 a.m. at the Ramada Inn in Paintsville. Mr. Jenkins explained how the review would be conducted and how everyone in the program is preparing.

*Nutrition Report:*

Members will be provided with the December Nutrition Report at the February meeting.

*Director's Report:*

Mr. Jenkins informed members that the agency is scheduled for a Classroom Assessment Scoring System review during the period of 2/14/24-4/8/24. The report also included Head Start Statistics for 23-24.

*Financial Report:*

The December Financial Report was posted on the Facebook for members to review.

Motion Made By:

Phyllis Lowe

Seconded By:

Savannah Flanery

Motion Carried:

Yes

*Planning for February Meeting:*

The next meeting location will be Alley on Main in Paintsville on February 20, 2024.

**Business from the floor:**

*Update of Food Handling and Sanitation Policy:*

This policy received an update to the wording so that it specifically states how staff clean tables before meals.

Motion Made By:

Nicole Wakeland

Seconded By:

Phyllis Lowe

Motion Carried:

Yes

**Adjourn:**

Motion Made By:

Krista Vanhooose

Seconded By:

Tammy Johnson

Motion Carried:

Yes

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Chairperson