

# BSACAP Policy Council Minutes

Date: December 13, 2022

Jennifer Smith (S)	Tammy Johnson (CR)
Ashley Spradlin (S)	Randi Varney (M)
Jessica Crabtree (S)	Tamea Hall (M)
Michelle Cook (S)	Layla Minix (M)
James Harless (M)	Kathy Adams (CR)
Ashley Harless (V)	Kayla Justice (A)
Rhonda Newman (S)	Bryan Auxier (S)
Brittany Chaney (S)	Ashley Reed (M)
Courtney Ritz (M)	Keaton Morton (A)
Bobbie Robinette (S)	Kathy Reed (S)
Jeana Luster (M)	Stacy Blanton (S)
William Caudill (V)	Tracy Jenkins (S)
Lashonda Stone (M)	Lori Howard (S)

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

Meeting Called To Order By: Chairperson: LaShonda Stone  
Roll Call by Secretary: Tammy Johnson

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

## **Approval of Minutes:**

Members were advised that the November minutes were provided in their packet.

Motion Made By: Tamea Hall  
Seconded By: Jeana Luster  
Motion Carried: Yes

## **Old Business:**

There was no old business to discuss.

## **New Business:**

### *Seating of Community Representatives:*

Tammy Johnson and Kathy Adams were present for the meeting.

Statistical Report:

Jessica Crabtree advised Members that Floyd County had the highest average daily attendance with 86.7% and the highest average volunteer hours per child for the month; and Model City had the highest percentage of parents attending meetings for November. Certificates were provided to all winners.

December 1 Disability Numbers:

Jennifer Smith explained that each program is required to fill 10% of their enrollment slots with children who have disabilities. Currently, all programs are compliant except for Johnson County who is at 7%. She also confirmed to the group that BSACAP as a whole does meet the 10% requirement.

2021-22 PIR Report Highlights:

Tracy Jenkins explained that each Head Start program must submit a Program Information Report at the end of each year that shows various statistics for the children and families that we served. He highlighted several areas from the 21-22 PIR including number of children funded to serve, number of children served, eligibility, number of staff lost, family information, and child disabilities.

Child Assessment #1 (Results) & Education Training:

Ashley Spradlin explained TS Gold Child Development Assessment and how staff use this to track the progress of children in our program. She gave the results of our Fall assessment to the group and showed how the scores are linked to our School Readiness Goals.

Nutrition Report:

Lori Howard discussed the number of children served breakfast, lunch and snacks in November in the Nutrition Report.

Director's Report:

Mr. Jenkins discussed the information that he had included in the directors report including our funding application, child statistics, and the annual record review.

Financial Report:

Mr. Jenkins advised members that the Financial Report detailed the remaining money left from the 21-22 budget.

Motion Made By:

Tamea Hall

Seconded By:

Randi Varney

Motion Carried:

Yes

Program Policies Review:

- Lead Assessment
- Observation of Child Health
- Hematocrit/Hemoglobin Determination

Members reviewed the updated policies and didn't have any questions or concerns.

Motion Made By: Tamea Hall  
Seconded By: Jeana Luster  
Motion Carried: Yes

**Planning for January:**

Members chose Mi Hacienda for the January meeting with Peking as a second choice.

**Door Prizes:**

Door prizes were given to several members.

**Business from the Floor:**

Michelle Harless was hired by Martin County as the new Head Start Director. Mr. Jenkins explained to the group that our Regional Office requires that the BSACAP Board and the Policy Council approve the hiring of delegate directors.

Motion Made By: James Harless  
Seconded By: Tamea Hall  
Motion Carried: Yes

**Adjourn:**

Motion Made By: Courtney Ritz  
Seconded By: Tamea Hall  
Motion Carried: Yes

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Chairperson