Record of Policy Council Communications

The Boyd County Head Start Policy Council Meeting Minutes
Date: Wednesday, September 28, 2022
Start Time: 8:23 a.m.
Location: Boyd County Early Childhood Academy (Hybrid)

Members- 2021-2022	Community Representatives 2021-2022	Boyd County Head Start Staff	Visitors
Alicia Williams	Crystal Horton	Stephanie Lyons	
Sean Stewart	Katilyn Hanners	Susan Kenser	
Tosha Carpenter	Kayla Hicks	Kelly Smallwood	
	Krystin Daniels	Staci Green	
Members 2022-2023	Community Rep. 2022-2023		
Amanda Elswick			Penny Patrick
Whitney Sergent	Shelby Petitt		
Tosha Carpenter	Brooke Seasor		
Misty Dunham	Emily Borders		
Alicia Williams	Kaitlyn Hanners		
Donna Bailey			
Christi Vincent			

The Meeting was called to order by: Sean Stewart, Chairperson
Roll Call: Roll Call by Kayla Hicks (Forbess)
Policy Council determined a quorum was established for this meeting in accordance with the program's policies.

Minutes of May 18, 2022 Meeting: These minutes will be reviewed at next Policy Council Meeting.
Discussion: Further explanation was not needed upon Policy Council polling by Sean Stewart, Chairperson.

Motion to Approve:	Second:
Consensus:	

Component/ Director Reports: Reports were received by all policy council members. Members reviewed the reports from various program.
Discussion: Further explanation was not needed upon Policy Council polling by Sean Stewart, Chairperson.

Motion to Approve: Crystal Horton	Second: Kayla Hicks (Forbess)
Consensus: Yes	

Old and Unfinished Business: None

New Business

1. **Approve New 2022-2023 Policy Council Member and Community Representatives Approval (See Attachment):**
   New member and Community Representatives listings were reviewed by the members.

Discussion: New member and Community Representative Listings were reviewed by the members and a consultative explanation was provided by Sue Kenser.

Motion to Approve: Crystal Horton	Second: Krystin Daniels
Consensus: Yes	

2. **Approve New 2022-2023 Policy Council Officers:** These are the individuals who volunteered for the officers. . Chairperson- Brooke Seasor, Vice President- Emily Borders, Secretary- Shelby Petitt, Vice-Secretary – Amanda Elswick

Discussion: Further explanation was not needed upon Policy Council polling by Sean Stewart, Chairperson.

Motion to Approve: Crystal Horton	Second: Krystin Daniels
Consensus: Yes	

3. **Approve 2022-2023 Personnel**- Stephanie Lyons explained transfers and new hires. (See attachments)

Discussion: Further explanation was needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Tosha Carpenter	Second: Amanda Elswick
Consensus: Yes	

4. **Enrollment Information**- Staci Green explained the enrollment.

Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Amanda Elswick	Second: Whitney Sergent
Consensus: Yes	

5. **Budget Updates** – Cindy McClelland explained the budget. She indicated the different budgets and what number and letter coincide with each account.

Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Misty Dunham	Second: Amanda Elswick
Consensus: Yes	

6. **School Activity Funds:** Stephanie Lyons explained the different budgets.

Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Whitney Sergent	Second: Amanda Elswick
Consensus: Yes	

7. **Approve 2022-2023 BCECA Emergency Plan:** Stephanie Lyons explained she has the plan for different scenarios and what we would do in these events.
   Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Amanda Elswick	Second: Emily Borders
Consensus: Yes	

8. **Approve 2022-2023 Certificate of Head Start Full Utilization:** Stephanie Lyons explained when we accept our money, we are in agreement to only take Boyd County student.

Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson

Motion to Approve: Whitney Sergent	Second: Emily Borders
Consensus: Yes	

9. **Approve 2021-2022 Local Head Start Memorandum of Agreement:** Stephanie Lyons explained that 8 and 9 went together when explained and voted on. This is an agreement with the Fairview Preschool.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor , Chairperson

Motion to Approve: Whitney Sergent	Second: Emily Borders
Consensus: Yes	

10. **Approve "Growing With Grands" volunteer program**- Stephanie Lyons stated she would like to grandparents or individuals that are retired to come and volunteer in our program.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Emily Borders	Second: Whitney Sergent
Consensus: Yes	

11. **Approve changing the quorum from 10 -5-** Stephanie Lyons explained why the change is needed. We want to make sure we have a quorum for each meeting.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Shelby Petitt	Second: Emily Borders
Consensus: Yes	

Correspondence (FYI)/Good News:

1. **REMINDER: If you miss 3 consecutive meetings you will be replaced by the next person on the list.**
2. **Boyd County Board of Education Meeting Agenda-** A copy of the agenda in the packet.
3. **Explain Blended Program and why we have Head Start and Community Representatives:** Stephanie Lyons explained each of the programs we have in our program.
4. **Discuss Policy By-laws:** Sue Kenser explained these are the by-laws to please look them over for our next meeting to see if any changes needed to be made. She did point out about the 3 consecutive meetings. She also said if someone had to leave the meeting early to please speak to the secretary so this may be documented. We needed to make sure we still have a quorum to continue the meeting. We will be putting in that we are meeting is Hybrid.
5. **Packets-** Ask if anyone wanted a hard copy of the packet to email or call Sue Kenser.
6. **On Going Training-** Training will be done after the meeting.

Member's Dialogue/Parent committee information or questions.
None

Next Meeting: Policy council next meetings will be scheduled every 4th Tuesday. Next meeting is scheduled on Tuesday, October 25, 2022 at 8:15 a.m., which will be a hybrid meeting.
Discussion: Discussion was what would be a good date and time for the new members.

Motion to Approve: Emily Borders	Second: Whitney Sergent
Consensus: Yes	

Meeting Adjourned at 9;20 a.m.

Discussion: None

Motion to Approve: Amanda Elswick	Second: Whitney Sergent
Consensus: Yes	

Respectfully submitted by Shelby Petitt, Secretary
Signature: Shelby Petitt Date: 10/11/22