Record of Policy Council Communications

The Boyd County Head Start Policy Council Meeting Minutes
Date: Tuesday, November 29, 2022
Start Time: 8:21 a.m.
Location: Boyd County Early Childhood Academy I

Members	Community Representatives	Boyd County Head Start Staff	Visitors
Whitney Sergent	Kaitlyn Hanners	Stephanie Lyons	
Amanda Elswick	Emily Borders	Kelly Smallwood (Consult)	
Tosha Carpenter	Laura Wilder	Staci Green (Consult)	
Olivia Bouchard	Shelby Petitt	Sue Kenser (Consult)	
Haley Arrowood	Brooke Seasor		
Donna Bailey			
Christi Vincent			

The Meeting was called to order by: Brooke Seasor, Chairperson.
Roll Call by Shelby Petitt, Secretary.
Policy Council determined a quorum was established for this meeting in accordance with the program's policies.

Minutes of October 25, 2022 Meeting: Minutes were reviewed by each member of the Policy Council.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Emily Borders	Second: Laura Wiler
Consensus: Yes	

Component/ Director Reports: Reports were reviewed by the Policy Council. Staff explained the different reports.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Olivia Bouchard	Second: Whitney Sergent
Consensus: Yes	

Old or Unfinished Business:
None

New Business:

1. **Approve Haley Arrowood as Mrs. Jude's classroom representative:** Sue Kenser indicated Haley has volunteered to be Mrs. Jude's representative.
   Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Emily Border	Second: Olivia Bouchard
Consensus: Yes	

2. **Approve changes to the 2022-2023 Policy Council By-Laws:** Sue Kenser stated the changes on the by-laws have been made.
   Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Olivia Bouchard	Second: Laura Wiler
Consensus: Yes	

3. **Approve School Readiness Plan for 2022-2023:** Kelly Smallwood and Stephanie Lyons discussed what was in the School Readiness Plans.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Emily Borders	Second: Olivia Bouchard
Consensus: Yes	

4. **Enrollment Information-** Staci Green went over the attendance.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

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

5. **Budget Narrative** – Cindy McClelland was unable to make the meeting. Stephanie Lyons explained the budgets for Head Start grant.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Olivia Bouchard	Second: Halley Arrowood
Consensus: Yes	

6. **School Activity Fund Reports-** Stephanie Lyons explained the accounts for our program. She stated there has been no activity on this fund.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

Motion to Approve: Emily Borders	Second: Olivia Bouchard
Consensus: Yes	

7. **Approve the Head Start Forward: COVID, Health and Safety Checklist for Operating a Head Start Program:** Sue Kenser indicated and discussed the results regarding the screener.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Oliva Bouchard	Second: Haley Arrowood
Consensus: Yes	

8. **Approve self-assessment start date:** Sue Kenser explained the self-assessment process will be starting.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor, Chairperson.

Motion to Approve: Laura Wiler	Second: Haley Arrowood
Consensus: Yes	

9. **USDA Lunch Count Information/Snack Reimbursement-** Stephanie Lyons explained she did not receive these reports. She will put them with next month's information. No action taken.
Discussion

10. **Approve Health Advisory Committee List of Members-** Sue Kenser stated what the Health Advisory Committee Meetings are for and the members.
Discussion: Further explanation was not needed upon Policy Council polling by Brooke Seasor-Chairperson.

Motion to Approve: Olivia Bouchard	Second: Emily Borders
Consensus: Yes	

Correspondence (FYI) Good News:

- **REMINDER:** If you miss 3 consecutive meetings you will be replaced by the next person on the list
- **Health Advisory Committee Meeting Minutes:** Sue Kenser explained the minutes previous of this meeting.
- **Boyd County Board of Education October Meeting Minutes**
- **Teacher's PLC Topics-**
- **On Going Training-** Went over the packet information with all the members that attended

Member's Dialogue/Parent committee information or questions.

Next Meeting: Because of the Christmas Break, Policy Council voted the next meeting is scheduled on Tuesday, November 13, 2022 at 8:15 a.m. at the Boyd County Early Childhood Academy This meeting will be held in person and virtual

Discussion: None	
Motion to Approve Whitney Sergent	Second: Olivia Bouchard
Consensus Yes	

Meeting Adjourned at 9:09 a.m.

Discussion: None	
Motion to Approve: Laura Wiler	Second: Emily Borders
Consensus: Yes	

Respectfully submitted by Shelby Petitt, Secretary

Signature: _____ Date: _____