Record of Policy Council Communications

The Boyd County Head Start Policy Council Meeting Minutes
Date: Tuesday, October 25, 2022
Start Time: 8:23 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)	
Kristen Dotson	Laura Wilder	Staci Green (Consult)	
Alicia Williams	Shelby Petitt	Sue Kenser (Consult)	
Tanesha Woods			
Donna Bailey			

The Meeting was called to order by: Emily Borders, Vice- Chairperson. Brooke Seasor, Chairperson was unable to attend the meeting.
Roll Call: 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 September 22, 2022 Meeting: Minutes were reviewed by each member of the Policy Council.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice - Chairperson

Motion to Approve: Whitney Sergent	Second: Amanda Elswick
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 Emily Borders, Vice- Chairperson.

Motion to Approve: Kristen Dotson	Second: Amanda Elswick
Consensus: Yes	

Old and Unfinished Business:
Minutes of May 18-2022 Meeting: Minutes were reviewed by each member of the Policy Council.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice - Chairperson

Motion to Approve: Amanda Elswick	Second: Kristen Dotson
Consensus: Yes	

New Business:

1. **Approve the leasing of a Third Cannon Copier for Family Advocates:** Stephanie Lyons explained all the copies that the Family Advocates do for their jobs.
   Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

Motion to Approve: Amanda Elswick	Second: Kristen Dotson
Consensus: Yes	

2. **Approve New 2022-2023 Policy Council By- Laws:** Sue Kenser noted the changes to be made in the by-laws.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

Motion to Approve: Amanda Elswick	Second: Kristen Dotson
Consensus: Yes	

3. **Enrollment Information-** Staci Green went over the attendance.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

Motion to Approve: Amanda Elswick	Second: Kristen Dotson
Consensus: Yes	

4. **Approve possible creation of an additional classroom-** Stephanie Lyons explained we have more three year olds this year than 4 years old. When a class has more 3 year olds than 4 year olds classes have to cap at 17 (1302.21). Our program will need to add a teacher and two assistants.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

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

5. **Budget Updates –** Cindy McClelland was unable to make the meeting. Stephanie Lyons explained the budgets for Head Start grant and expenditures. She explained our grant money from last year budget ended on September 30th.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

Motion to Approve: Kristen Dotson	Second: Amanda Elswick
Consensus: Yes	

6. **School Activity Fund Reports-** Stephanie Lyons explained the accounts for our program.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

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

7. **USDA Lunch Count Information/Snack Reimbursement-** Stephanie Lyons explained how we track this information and the amount we pay.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

Motion to Approve: Alicia Williams	Second: Amanda Elswick
Consensus: Yes	

8. **Change BCECA Organizational Chart to include Behavior Specialist position-** Stephanie Lyons indicated we needed to add Brenda Dudding as our Behavior Specialist on our organizational chart.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

Motion to Approve: Kristen Dotson	Second: Whitney Sergent
Consensus: Yes	

9. **Change director's name on the Activity Fund Kentucky Farmer's Bank Account-** Stephanie Lyons requested to remove the previous director's name and add her name to the account.
Discussion: Further explanation was not needed upon Policy Council polling by Emily Borders, Vice-Chairperson.

Motion to Approve: Amanda Elswick	Second: Laura Wiler
Consensus: Yes	

Correspondence (FYI) Good News:

- **REMINDER:** If you miss 3 consecutive meetings you will be replaced by the next person on the list.
- **Boyd County Board of Education Meeting Agenda**
- **Volunteers: Next steps-flyer will be coming home this week.** Sue Kenser stated the Volunteer Training is scheduled for Tuesday, November 1, 2022 at 8:15 a.m. at our school.
- **Let us know if you would ever like a hard copy of the agenda and packet information.**
- **On Going Training-** Went over the packet information with all the members that attended.

Member's Dialogue/Parent committee information or questions.
Kelly Smallwood indicated we would like to have our Grandparent's Day sometime in December.

Next Meeting: Because of the Thanksgiving Break, Policy Council voted the next meeting is scheduled on Tuesday November 15, 2022 at 8:15 a.m. at the Boyd County Early Childhood Academy.
Discussion: None

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

Meeting Adjourned at 9:14 a.m.
Discussion: None

Motion to Approve: Kristen Dotson	Second: Amanda Elswick
Consensus: Yes	

Respectfully submitted by Shelby Pettit, Secretary
Signature: Shelby Pettit Date: 10/28/22

Subsequently, when looking at the date, it was felt that Tuesday, November 29, 2022 would be better to meet. All the members were emailed the changed and asked their opinion.