

Old and Unfinished Business: None

New Business

1. Approve New 2023-2024 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 Staci Green.

Motion to Approve: Whitney Sergent	Second: Elizabeth Whitlock
Consensus: Yes	

2. Approve New 2023-2024 Policy Council Officers: These are the individuals who volunteered for the officers. . Chairperson- Whitney Sergent, Co-Vice Presidents- Elizabeth Whitlock and Holly Forbes, Secretary- Shelby Petitt, Vice- Secretary – Amanda Elswick

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

Motion to Approve: JD Adams	Second: Jessica Williams
Consensus: Yes	

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

Discussion: Further explanation was not needed upon Policy Council polling by Whitney Sergent, Chairperson.

Motion to Approve: Jessica Williams	Second: Elizabeth Whitlock
Consensus: Yes	

4. Enrollment Information- Staci Green explained the enrollment and explained that if attendance falls below 85% a report will be done for explanation.

Discussion: Further explanation was not needed upon Policy Council polling by Whitney Sergent, Chairperson.

Motion to Approve: Kara Felty	Second: Jessica Williams
Consensus: Yes	

5. Family Involvement Report- Staci Green reported on Family Involvement. This will be put with the other reports given at the beginning of the meeting but since it was in the new business we went ahead and took a vote on it. Next meeting it will be done with other reports.

Discussion: Further explanation was not needed upon Policy Council polling by Whitney Sergent, Chairperson.

Motion to Approve: Elizabeth Whitlock	Second: JD Adams
Consensus: Yes	

6. Budget Updates – Jessie Tackett explained the budget. She indicated the different budgets and what number and letter coincide with each account. (K) is this year's budget.

Discussion: Further explanation was not needed upon Policy Council polling by Whitney Sergent, Chairperson.

Motion to Approve: Elizabeth Whitlock	Second: Jessica Porembski
Consensus: Yes	

7. School Activity Funds: Stephanie Lyons also discussed the different budgets a little more. She explained that picture day money nets a small profit that goes into this account and this fund can only be used for students. We have picture day twice a year, fall and spring.

Discussion: Further explanation was not needed upon Policy Council polling by Whitney Sergent, Chairperson.

Motion to Approve: JD Adams	Second: Kara Felty
Consensus: Yes	

Record of Policy Council Communications

The Boyd County Head Start Policy Council Meeting Minutes

Date: Wednesday, September 26, 2023

Start Time: 9:00 a.m.

Location: Boyd County Public Library (Hybrid)

<u>Members- 2022-2023</u>	<u>Community Representatives 2022-2023</u>		Boyd County Head Start Staff	Visitors
Amanda Elswick	Laura Wiler		Stephanie Lyons	
Whitney Sergent	Shelby Petitt		Susan Kenser	
Cortney Spicer	Brooke Seasor		Kelly Smallwood	
Elizabeth Whitlock			Staci Green	
<u>Members 2023-2024</u>	<u>Parent Partners 2023-2024</u>	Community Reps 2023-2024	Boyd County Head Start Staff	Visitors
Keith Dorsey	Kara Felty	JD Adams	Stephanie Lyons	
Holly Forbes	Amanda Elswick	Diva Justice	Susan Kenser	
Elizabeth Whitlock			Kelly Smallwood	
Cortney Spicer			Staci Green	
Shelby Petitt			Jessie Tackett	
Whitney Sergent			Melissa Sparks	
Jessica Porembski			Lori Jacobs	
Jennifer Holcomb			Johnna Culver	
Jessica Williams				

The Meeting was called to order by: Brooke Seasor, Chairperson at 9:05 am

Roll Call: Roll Call by Staci Green (Secretary did not have roll call sheets, she was unexpected virtual)

Policy Council determined a quorum was established for this meeting in accordance with the program's policies.

Minutes of May 17, 2023 Meeting: These minutes were reviewed by policy council members

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

Motion to Approve: Whitney Sergent	Second: Elizabeth Whitlock
Consensus: Yes	

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 Brooke Seasor, Chairperson.

Motion to Approve: Elizabeth Whitlock	Second: Whitney Sergent
Consensus: Yes	

8. **Approve 2023-2024 BCECA Emergency Plan:** Stephanie Lyons explained she has the plan for different scenarios and what we would do in these events. Stephanie explained the new Safe Schools Director is Tom Holbrook and that we do have a SRO Brad Wiley on site this year.

Discussion: Further explanation was not needed upon Policy Council polling by Whitney Sergent, Chairperson.

Motion to Approve: Kara Felty	Second: Jessica Porembski
Consensus: Yes	

9. **Approve 2023-2024 Certificate of Head Start Full Utilization:** Stephanie Lyons explained when we accept our money, we are in agreement to only take Boyd County students to be fair with Head Start funding.

Discussion: Further explanation was not needed upon Policy Council polling by Whitney Sergent, Chairperson

Motion to Approve: JD Adams	Second: Jessica Williams
Consensus: Yes	

10. **Approve 2022-2024 Local Head Start Memorandum of Agreement:** Stephanie Lyons explained that this is an agreement with the Fairview Preschool that we will accept their 3 year olds if room since they do not have a 3 year old program.

Discussion: Further explanation was not needed upon Policy Council polling by Whitney Sergent , Chairperson

Motion to Approve: Elizabeth Whitlock	Second: Diva Justice
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-** A copy of the agenda in the packet.
- Explain Blended Program and why we have Head Start and Community Representatives:** Stephanie Lyons explained each of the programs we have in our program.
- Discuss Policy By-laws:** Staci Green 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.
- Packets-** Ask if anyone wanted a hard copy of the packet to email or call Staci Green.
- On Going Training-** Training will be done after the next meeting. The training packet was given for each member to review for next 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 24, 2023 at 9:00 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: Jessica Williams	Second: Jessica Porembski
Consensus: Yes	

Meeting Adjourned at 10:07 a.m.

Discussion: None

Motion to Approve: Holly Forbes	Second: Jessica Williams
Consensus: Yes	

Respectfully submitted by Shelby Pettit, Secretary

Signature: Shelby Pettit

Date: 10/11/23