

**SEK-CAP Early Childhood Education Services Policy Council Meeting**  
**Tuesday April 15, 2025**  
**SEK-CAP Early Childhood Education Training Center**  
**275 N. Apico Way, Girard KS 66743**

**5:00pm- Disabilities – Claudia Christiansen**  
**5:00pm Dinner Served**  
**5:30pm Meeting Begins**

**I. Call to Order: Braedy Turner, Chair**

**A. Review Meeting Rules**

**B. The Promise of Community Action**

*"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other".*

**II. Roll Call: Secretary – Mikki Herrera/Catherine Johnson**

Policy Council Representatives	Present	Zoom	Not Present
Mikki Herrera – Co-Secretary – Allen Community Rep			X
Catherine Johnson – Co-Secretary – Bourbon HB 0-3 Rep			X
Charlene Mannex – Vice Chair - Cherokee CB 0-5 Rep (Riverton)		X	
Eldon Srader- Montgomery County HB 0-5 Rep			X
Braedy Turner – Chair – Labette CB 3-5 Rep (Oswego)	X		
Nathaniel Waggoner- Labette Community Rep		X	
Boyd Koehn – Board President			X
Kimberly Johnson – Parsons CB Rep			X
Sara Curtis –Alternate Parsons CB Rep			X
Ayla Daughtery – Board Liaison	X		
Guest Name:			
Staff Name:			
Lindsay Knopp			X
Jamey Whitney	X		
Janel Scales	X		
Tanya House	X		
Tammy Fletcher	X		

### III. Approval of Agenda for April 15, 2025

A Motion was made by Charlene Mannex to Approve the Agenda for April 15, 2025

Motion seconded by Nathaneil Waggoner

Discussion: None

Vote: Approved

### IV. Approval of Meeting Minutes of March 18, 2025

A Motion was made by Charlene Mannex to approve the Meeting Minutes of March 18, 2025

Motion seconded by Nathaneil Waggoner

Discussion: None

Vote: Approved

### V. New Business

#### A. Personnel Report – Jamey Whitney/Lindsay Knopp

We have 4 new hires, 3 separations, and 1 Status changes: Lead Teacher at Options to Teacher Assistant CHOCIES.

A Motion was made by Charlene Mannex to Approve the Personnel Report.

Motion seconded by Nathaneil Waggoner

Discussion: None

Vote: Approved

#### B. State of the Program Report

##### March 2025 Financials – Janel Scales

1. **March 2025 Financial and In-Kind Report – State EHS Childcare Partnership** – Our fiscal year runs from June 30 to July 1. We are 75% through the grant and have spent 65% of the CCP budget. We have spent 60% of the subsidy budget and overall 64% of the budget. The policy council has approved the budget revision.

*A Motion was made by Charlene Mannex to Approve the March 2025 Financial and In-Kind Report for State EHS Child Care Partnership.*

Motion seconded by Nathaneil Waggoner

Discussion: None

Vote: Approved

2. **March 2025 Financial and In-Kind Report – State EHS Home Visitation** – Our fiscal year runs from June 30 to July 1. We are 75% through the grant, and we have spent 46% of the home visitation. Policy Council has approved a budget revision. We are allowed to move 10% without approval. Janel and Lindsay are working on where they will move the approved money to and what it will be spent on.



*A Motion was made by Charlene Mannex to Approve the March 2025 Financial and In-Kind Report for State EHS Home Visitation.*  
Motion seconded by Nathaneil Waggoner  
Discussion: None  
Vote: Approved

**3. March 2025 Financial and In-Kind Report – Federal EHS/HS Grant**

Our fiscal year is December 1- November 30<sup>th</sup>. We are 33% through the grant period, have spent 28%, and have met 16% of the non-federal match. They will be requesting budget revision from the Policy Council & the Board, which is earlier than normal. During this request, they will also submit a waiver for the non-federal match. Not meeting the non-federal match is partly due to the Coffeyville 3-5 teaching staff being paid by the district. With the district paying their salaries, our program was able to count all the salaries as In-Kind. The rest are normal expenses except for the contractual. This is slightly higher than normal, and this is due to planning on custodians employed by the program and not an outside agency.

*A Motion was made by Charlene Mannex to Approve the March 2025 Financial and In-Kind Report for Federal EHS/HS Grant.*  
Motion seconded by Nathaneil Waggoner  
Discussion: None  
Vote: Approved

**4. March 2025 Child and Adult Care Food Program**

The program runs from October 1 through September 30<sup>th</sup>. This program is based on state reimbursement rates; the state has a certain amount it pays for programs for breakfast, lunch, and snacks. The program has generated a large amount in the coffers, and the auditors request that we spend this amount instead of letting it sit. Janel has been working on going through the billing for other grants. If she finds things that should have been billed for CACFP, she will move those amounts. This is to help correct the billing and help spend some of the money. Part of this move is from items that should have been billed to CACFP, which were billed to a different grant. For example, plates, silverware, and napkins for meals. These are allowable expenses for CACFP that were not being billed correctly. Another amount that is now being applied to the CACFP grant is part of the Nutrition Manager's salary. When she is out doing CACFP reviews or working on something around CACFP, she is now listing this on her



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timesheet, so it is billed correctly. This money will also help with buying items for the Coffeyville center. These amounts do not reflect the March meals for around \$20,000, due to the Policy Council being earlier in the month.

A Motion was made by Charlene Mannex to Approve the March Child and Adult Care Food Program

Motion seconded by Nathaneil Waggoner

Discussion: None

Vote: Approved

## 5. March 2025 Credit Card Statement Report

These are the Visa, Walmart, and Wex cards. For the Wex cards, we do not collect receipts. However, accounting staff review all charges to ensure they are made during normal business hours and in our area. If they find charges that are not ours, the accounting staff will contact the credit card company and cancel the card; the credit card company will then issue a new card.

A Motion was made by Charlene Mannex to Approve the March 2025 Credit Card Statement Report.

Motion seconded by Nathaneil Waggoner

Discussion: None

Vote: Approved

## CACFP and ERSEA 0-5 Report- Tanya House

1. CACFP (Child and Adult Care Food Program)
2. Enrollment
3. Attendance
4. Waitlist
5. Recruitment
6. Parent Engagement

**Self-Assessment Committee—Tanya House—**Let the group know we had our first Self-Assessment meeting today. We requested that Policy Council members observe classrooms and the home visitation program. The visits will need to take place between April 21 and May 23.

Braedy Turner will visit Columbus and do a home visit with Emmalie Ingram.

Cheyenne Mannex will be visiting Galena and Riverton

Nathaniel Waggoner will be visiting the Oswego Center.

## C. Policies and Procedures – ASQ-SE Policy update procedure

SEK-CAP Mental Health Services update procedure—The changes to these were just procedures, so they did not need approvals. They are informational only.

## D. Membership – None



E. Committee Report – April– None

F. By-laws – None

VII. Governing Board Report – Boyd Koehn – was not present at the meeting.

VII. Chief Executive Officer's Report—Jamey Whitney—The board held a short meeting last month. One topic discussed is Community Assessment and Strategic Planning. The group worked together on this work to create the goals and services for strategic planning. The consultant then reviewed and made a few tweaks. The group then agreed on the goals and services. The next step is to send it to the staff for review. Jamey printed out a QR code that is being provided in the communities to help gather information for the Community Assessment.

IX. Early Childhood Education Services Director's Report – Lindsay Knopp/Jamey Whitney

1. Program Updates- Emergency and Preparedness Team is working on updating the emergency pamphlet for centers, including a lockdown procedure. KHSA meeting was 4/3 and some of the HS Management team was able to attend and collaborate with peers in similar programs and positions. Staff wellness challenge started on 4/6.
2. Facilities – The Architect went to Iola this week to review the building and go over updated floor plans to make corrections to submit to KDHE and the Fire Marshal. Met with Architect last week to go over block drawing for Coffeyville center. The program is getting closer to being able to start the 1303 process with the Office of Head Start to gain funds for the Coffeyville Center.
3. Staffing- Hired a person at central for Tanya's assistant. Oswego now has a bus driver to help relieve overtime of current staff. New applicants are being hired for centers.
4. Grants – Working on Letter of Intent for the Patterson Grant to apply for playground area in Coffeyville. Casey Brown is working on completing this.
5. Information – ACF-OHS-IM- 25-03 Promoting Healthy Eating and Nutrition for Head Start Children and Families  
Reinstatement of Application and Background Check Fees



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Compassion in Action!

NHSA Expresses Deep Concern Over Administration Shuttering Regional Offices –  
The Region 7 office is still open and has not been shut down.

Underenrolled letter from Administration for Children & Families

Yasmina Vinci Head Start Community Letter

USA Today Article—The article discusses the Trump Administration's decision to cut Head Start completely out of the 2026 budget. Jamey encourages individuals to contact their elected officials and express the necessity of Head Start, as communities, families, and children depend on it.

X. Unfinished Business

XI. As the need arises

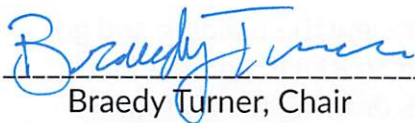
XII. Adjournment – motion for approval required

A Motion was made by Charlene Mannex to Adjourn the meeting.

Motion seconded by Nathaneil Waggoner

Discussion: None

Vote: Approved

  
Braedy Turner, Chair

5-20-25  
Date