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Compassion in Action!

**SEK-CAP Early Childhood Education Services Policy Council Meeting**  
**Tuesday May 20, 2025**  
**SEK-CAP Early Childhood Education Training Center**  
**275 N. Apico Way, Girard KS 66743**

**5:00pm- Professional Development & Coaching – Whitney Wilson**  
**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**

<b>Policy Council Representatives</b>	<b>Present</b>	<b>Zoom</b>	<b>Not Present</b>
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		
Constance Thach-Myers – Cherokee 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 May 20, 2025**

*A Motion was made by Catherine Johnson to approve the Agenda for May 20, 2025*

*Motion seconded by Nathaniel Waggoner.*

*Discussion: None*

*Vote: Approved*

### **IV. Approval of Meeting Minutes of April 15, 2025**

*A Motion was made by Nathaniel Waggoner to approve the Meeting Minutes of April 15, 2025*

*Motion seconded by Catherine Johnson*

*Discussion: None*

*Vote: Approved*

### **V. New Business**

#### **A. Personnel Report –Lindsay Knopp**

During April, the program welcomed 17 new employees, seven of whom were custodians. The program had twelve staff members separate from the agency. Most of these were staff choices, due to staff members moving out of the area or for other family reasons. The program had one change in status: a Teacher Assistant was promoted to Lead Teacher.

*A Motion was made by Nathaniel Waggoner to approve the Personnel Report.*

*Motion seconded by Catherine Johnson*

*Discussion: None*

*Vote: Approved*

#### **B. State of the Program Report**

##### **April 2025 Financials – Janel Scales**

1. **April 2025 Financial and In-Kind Report – State EHS Childcare Partnership**  
The fiscal year runs from July 1 to June 30. The program is 83% through the grant and has spent 72% of the CCP budget. We have spent 60% of the subsidy budget and overall 70% of the budget. Janel will be submitting a budget revision this week. The contractual line involves transitioning from contracted custodial services to having custodians in-house. The cost is lower than projected. The program can move 10% out of one area; however, the amount that needs to be moved will be greater than 10%.

*A Motion was made by Catherine Johnson to approve the April 2025 Financial and In-Kind Report for State EHS Child Care Partnership.*

*Motion seconded by Nathaniel Waggoner*

*Discussion: None*

*Vote: Approved*

**2. April 2025 Financial and In-Kind Report – State EHS Home Visitation**

The fiscal year runs from July 1 to June 30. The program is 83% through the grant, and we have spent 52% of the home visitation budget. Similar to the EHS Child Care Partnership grant, she will submit a budget revision. The plan is to request the purchase of three vehicles. Three vehicles will be replaced: two that were sold and another that was totaled after hitting a deer. The proceeds from insurance and the auction will offset any additional costs. Currently, it seems that the program will not spend \$400,000 from the grant. This is due to employee vacancies and the budget she prepared when applying for the two-year grant. She requested funds for three years of COLA, but the program will not implement COLA this year, as the federal government has not provided it for federal grants. All the grants operate on a reimbursement basis; expenses are paid upfront, and then a report is submitted to the state to reimburse the program. The program has not drawn down or requested the amount that has not been spent.

*A motion was made by Nathaniel Waggoner to approve the April 2025 Financial and In-Kind Report for State EHS Home Visitation.*

*Motion seconded by Catherine Johnson*

*Discussion: None*

*Vote: Approved*

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

The fiscal year runs from December 1 to November 30. We are 42% through the grant period, having spent 35%, and have met 22% of the non-federal match requirement. The contractual line shows a negative balance because the budget was originally intended to support in-house custodians rather than contractual custodians. The hiring process for the custodians has taken longer than anticipated. Janel plans to move 10% of the budget line to cover these costs and will address this issue. It seems that a budget revision will be necessary, along with a waiver for in-kind services. She plans to work on these matters over the next few months.

*A Motion was made by Catherine Johnson to approve the April 2025 Financial and In-Kind Report for the Federal EHS/HS Grant.*

*Motion seconded by Nathaniel Waggoner*

*Discussion: None*

*Vote: Approved*

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

The program runs from October 1 through September 30th. This program is based on state reimbursement rates. This program covers kitchen expenses for cooking meals. It does not pay the cook's salary, as it would only pay for a certain amount of their time. It does include Jill Monroe's salary when she allocates her time for CACFP requirements. These funds cover only the kitchen's needs and do not cover the rest of the center. The amount shown is what Janel submitted for the previous month; however, due to the timing of the reports required for the Policy Council, they do not include the current month. The carryover amount is from previous years, and the program has been reimbursed more than the cost of running the program. They are working on trying to spend this amount down. Some of these funds will be used at the Coffeyville center when it is open for appliances or supplies.

*A Motion was made by Nathaniel Waggoner to approve the April Child and Adult Care Food Program*

*Motion seconded by Catherine Johnson*

*Discussion: None*

*Vote: Approved*

**5. April 2025 Credit Card Statement Report**

These are the Visa, Walmart, and Wex cards. The accounting staff reviews all statements to ensure that the required documentation and signatures are provided. If there are fraudulent charges, they are reported to the credit card company. The credit card company then cancels the card and provides a new one.

*A Motion was made by Catherine Johnson to approve the April 2025 Credit Card Statement Report.*

*Motion seconded by Nathaniel Waggoner*

*Discussion: None*

*Vote: Approved*



# SEK-CAP

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## 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 – None

## Parent Handbook 2025-2026

Tanya stated that this was provided with the reports this month for Policy Council review. Braedy asked if there were any changes. Tanya noted that the format has been simplified, now featuring only one column for easier reading.

*A Motion was made by Nathaniel Waggoner to approve the 2025-2026 Parent Handbook.*

*Motion seconded by Catherine Johnson*

*Discussion: None*

*Vote: Approved*

## C. Policies and Procedures – Reduction in Workforce Policy

This policy is being included due to the CAP agencies' desire to have a process in place in case funding becomes an issue. With the recent scare of funding cuts, being proactive and having a plan in place is best practice.

*A Motion was made by Catherine Johnson to approve the Reduction in Workforce Policy.*

*Motion seconded by Nathaniel Waggoner*

*Discussion: None*

*Vote: Approved*

## Travel Policy

This policy aims to update the current method for paying mileage rates. Currently, we use the IRS mileage rate, which is more than the state. This policy is adjusted to reflect the program's use of the state mileage rate. Currently, the IRS mileage rate is



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70¢, while the state mileage rate is 67¢. This means Janel has to make a journal entry for \$0.03 a mile and charge the federal grant, as the state won't cover the cost. The board has approved starting to use the state rate to help eliminate the need for journal entries each month. The state generally follows the IRS mileage rate, and this rate is typically in effect from January to July. As in July, the state normally follows the IRS rate.

*A Motion was made by Nathaniel Waggoner to approve the Travel Policy.*

*Motion seconded by Catherine Johnson*

*Discussion: None*

*Vote: Approved*

**D. Membership** – Constance Thach-Myer, New member, Galena Community Representative

**E. Committee Report** – May– None

**F. By-laws** – None

**VII. Governing Board Report – Boyd Koehn**

They have a vacancy on the board. However, a person has been selected, and they are working on the paperwork to add the person to the board. All board members have received an IPAD and a SEK-CAP email that they will use to obtain information. The last annual housing report stated that they can now sell houses because it has been over 20 years. The Pittsburg housing project, KHRC, is still working on its red tape. Jamey said that they have a meeting with the land bank next week to discuss properties for building houses. The Strategic Plan has been submitted for review and will be looked at in July. The board approved the ECES Change of Scope and for the federal program.

**VII. Chief Executive Officer's Report – Jamey Whitney**

The Safety and Security Committee has been developing a plan and implementing it. One item was for the tornado shelter area at the Annex. They will update access and allow for the use of the small office. The Indirect cost was approved; this amount helps cover the costs of administration. The Strategic Plan is complete and will be approved in July, which means we have met our requirement for the Community Services Block Grant and received funding from KDOT for public transportation. The agency now needs to meet with local county commissioners to gain their 30% funding amount. The feds and the state have committed to providing 30% and 40%, respectively. The federal government has undergone a realignment and closed six of the 12 offices. The program will now be located in the Western region, including Colorado, California, Oregon, and other states. The program should be getting its new



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Program Manager on June 1<sup>st</sup>. They are working on finalizing everything with our current manager, as people from Colorado may not be aware of the developments in Kansas. May is 'Community Action Month.' Staff went out into the community and volunteered at local pools, parks, and other locations.

## IX. Early Childhood Education Services Director's Report – Lindsay Knopp

1. Program Updates- Change in Scope updates. Pre-school graduations are happening at centers. Self-assessments have started to take place. Trainings are in full swing with staff attending the KHSA State Meeting, the Head Start Health and Safety Institute, and the NTI-Addressing Challenging Behaviors. The Day of Caring was a huge success.

2. Facilities – Initial renderings of the drawing for the Coffeyville center are complete. A cost analysis is currently being conducted for the building. At this time, they project that the building will cost \$3.8 million. We plan to seek private funding through the Patterson Grant and local businesses. The Patterson Grant opens in July, and we intend to apply for financing for it. The regional office stated that it could take a few years for the 1303 process to provide funding after the remodel.

3. Staffing- The Assistant Director position has been filled. Summer layoffs are scheduled to take place at the end of May. Catherine asked if the summer layoff employees need to reapply for their positions in the fall. Lindsay said they do not have to reapply. However, they are required to look for jobs because it has been more than 6 weeks since they were laid off. Some staff positions are temporarily converted to itinerant teachers so that they can stay on through the summer.

4. Grants – Change in Scope - Removing KS Early Head Start CCP & HV Funded Slots from the Federal Head Start/Early Head Start Funded Slots. The regional office has requested two different changes of scope to be submitted. This one is to remove the Kansas slots from the federal numbers. This is primarily to help the new regional office understand the numbers and funds. Kansas is one of the few states that adds state slots to the federal slots.

*A Motion was made by Catherine Johnson to approve removing KS Early Head Start CCP & HV Funded Slots from the Federal Head Start/Early Head Start Funded Slots.*

*Motion seconded by Nathaniel Waggoner*

*Discussion: None*

*Vote: Approved*

**Change in Scope - Revising the Federal Head Start Slot Reduction.**

This is to reduce the numbers. One classroom is currently an AM/PM classroom. The program is decreasing this classroom's numbers from 30 to 15 and converting it to a full-day classroom. This change is due to parents not wanting to use part-day services and needing full-day services. The program is also removing all 75 slots from Coffeyville, as the center is currently closed. The program is also reducing Crawford and Montgomery home visitation slots by six each. The overall total of 119 slots is being reduced to help with the under-enrollment initiative.

A Motion was made by Nathaniel Waggoner to approve the Change in Scope - *Revising the Federal Head Start Slot Reduction.*

*Motion seconded by Catherine Johnson*

*Discussion: None*

*Vote: Approved*

5. Information – All the items below are for the Policy Council information only. To illustrate the changes made.

ACF-OHS-IM-25-04 Expanding Educational Freedom and Opportunities for Families in Head Start Programs

Parent Engagement, Parent Meeting, Socialization Responsibility Chart

2025-2026 Head Start/Early Head Start Agreement

2025-2026 KEHS CCP Contract

2025-2026 Home Visitation Agreement

2025-2026 Community Contract

X. Unfinished Business



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XI. As the need arises

XII. Adjournment

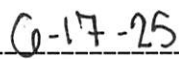
*A Motion was made by Nathaniel Waggoner to Adjourn the meeting.*

*Motion seconded by Catherine Johnson*

*Discussion: None*

*Vote: Approved*

  
\_\_\_\_\_  
Braedy Turner, Chair

  
\_\_\_\_\_  
Date