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Compassion in Action!

SEK-CAP Early Childhood Education Services Policy Council Meeting
Tuesday, August 19, 2025
SEK-CAP Early Childhood Education Training Center
275 N. Apico Way, Girard, KS 66743

5:00 pm- Community News – Larry Jump
5:00 pm Dinner Served
5:30 pm 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 Davis – 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	
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		
Sara Curtis –Alternate Parsons CB Rep			Unexcused
Ayla Daughtery – Board Liaison			Unexcused
Guest Name:			
Staff Name:			
Lindsay Knopp	X		
Jamey Whitney	X		
Janel Scales	X		
Tanya House	X		

III. Approval of Agenda for August 19, 2025

A Motion was made by Catherine Johnson to Approve the Agenda for August 19, 2025
Motion seconded by Mikki Davis
Discussion: None
Vote: Approved

IV. Approval of Meeting Minutes of July 15, 2025

A Motion was made by Mikki Davis to Approve the Meeting Minutes of July 15, 2025
Motion seconded by Catherine Johnson
Discussion: None
Vote: Approved

V. New Business

A. Personnel Report –Lindsay Knopp: Eight new staff members started, four staff members have separated, and no position statuses have changed. The title of Social Emotional Coach has been changed to Behavior Interventionist. We now have two, with Samuel joining in August. The Columbus Center Manager did give a one-and-a-half-month notice, and Jamie Ball transferred from her teaching position to the Columbus Center Manager. For the Iola Center Manager position, we do not have any current applications, and Rebecca is currently serving as the Interim.

A Motion was made by Catherine Johnson to Approve the Personnel Report.
Motion seconded by Mikki Davis
Discussion: None
Vote: Approved

B. State of the Program Report

July 2025 Financials – Janel Scales

1. July 2025 Financial and In-Kind Report – State EHS Childcare Partnership: The fiscal year runs from July 1 to June 30. The program is 8% through the grant and has spent 4% of the CCP budget. We have spent 0% of the subsidy budget and overall, 3% of the budget. Janel explained that the top section of this report pertains to the state grant, and the bottom section is for the DCF subsidy. She pointed out that we have spent 100% of the projected training budget. This is due to the federal grant no longer providing funding for the state grant. When the grant was written in January, the plan was to have the federal grant provide some of the financing for the twelve staff members who attended the Frog Street Training. She will be able to move 10% of funds from a different line if needed to support the training without approval.

A Motion was made by Mikki Davis to approve the July 2025 Financial and In-Kind Report for State EHS Child Care Partnership.
Motion seconded by Catherine Johnson
Discussion: None
Vote: Approved

1. **July 2025 Financial and In-Kind Report – State EHS Home Visitation:** The fiscal year runs from July 1 to June 30. The program is 8% through the grant, and we have spent 4% of the home visitation budget. Similar to the CCP training, this is due to the federal grant no longer providing funding for the state grant. When the grant was written in January, the plan was to have the federal grant give some of the financing for the twelve staff members who attended the Frog Street Training. She will be able to move 10% of funds from a different line if needed to support the training without approval. She pointed out that this is the program that we did not fully spend during the previous year. She will work on providing June's final report on expenditure, as accounting is still receiving bills dated for May and June. It was also pointed out that July's expenses seem low, which is due to ensuring that all of June's expenses have been applied to June's budget.

[A Motion was made by Mikki Davis to approve the July 2025 Financial and In-Kind Report for State EHS Home Visitation.](#)

[Motion seconded by Catherine Johnson](#)

[Discussion: None](#)

[Vote: Approved](#)

2. **July 2025 Financial and In-Kind Report – Federal EHS/HS Grant:** The fiscal year runs from December 1 to November 30. We are 67% through the grant period, having spent 59%, and have met 38% of the non-federal match requirement. We will be writing a waiver for the non-federal match, as we are already very short on the amount we should have. Effective August 1, 2025, we will no longer be able to count any state in-kind contributions toward our non-federal match. This is due to the change of scope that was written and approved to remove the state-funded slots from the federal-funded slots. During September, we will submit a waiver for not meeting the non-federal match requirement. The contractual line is entirely spent, and this was due to the plan to hire custodians and remove the janitorial services. The hiring of custodians took longer than expected and used the total budget.

[A Motion was made by Catherine Johnson to approve the July 2025 Financial and In-Kind Report for the Federal EHS/HS Grant.](#)

[Motion seconded by Mikki Davis](#)

[Discussion: None](#)

[Vote: Approved](#)

3. **July 2025 Child and Adult Care Food Program:**
The program runs from October 1 through September 30th. This program is based on state reimbursement rates. The revenue is from May, and the expenses are for June. She does not have time to gather the amounts for June before the report is due to the Policy Council. Over the years, a significant

accumulation of unspent reimbursement funds has occurred. The program is not only billing for food and food services. Still, it is also billing a portion of the Nutrition Manager's salary and any facilities maintenances performed in the kitchen to help reduce this surplus. The reimbursement seems low; however, this is due to some of the classrooms being closed for the summer.

A Motion was made by Mikki Davis to approve the July 2025 Child and Adult Care Food Program

Motion seconded by Catherine Johnson

Discussion: None

Vote: Approved

4. **July 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 July 2025 Credit Card Statement Report.

Motion seconded by Mikki Davis

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 – None

C. Policies and Procedures – None

D. Membership – Braedy Turner – The following current member has missed three consecutive Policy Council meetings: Sara Curtis. Braedy made contact, and Sara stated she was no longer interested in being a Policy Council member.

A Motion was made by Catherine Johnson to remove Sara Curtis from the Policy Council due to missing more than three consecutive meetings.

Motion seconded by Mikki Davis

Discussion: None

Vote: Approved

E. Committee Report – June– None

F. By-laws – None

VII. Governing Board Report – Boyd Koehn: On July 17, 2025, the Governing Board welcomed Tracy Dancer from Fort Scott as a community board member. Discussed the funds available for specific programs. The home funds are being reviewed and are currently in limbo, which includes the construction. Early Childhood is presently funded at the current level, and transportation has a possibility of having a 15% cut. The Patterson grant that was applied for was denied. During the July board meeting, the board approved the 2023-2024 EC Self-Assessment, the 2025-2026 EC Policy & Procedures, and the Community Engagement Strategic Plan. The board has received a draft of the By-Laws for approval at their next meeting. For the Community Services Block Grant, the Community Needs Assessment, agency annual outcomes, public housing 5-year plan, and TBRA grant application were approved. Discuss the Home Project, Pittsburg Housing gave away the land we planned to build homes on. The agency owns property around the central office and plans to build houses there. The Weatherization Grant was withdrawn from the agency; the agency must conduct an audit of the funds. Approved the Head Start and Early Head Start baseline grant application.

VII. Chief Executive Officer's Report – Jamey Whitney: Approved the TBRA grant and then closed in the last week due to having over 300 applications submitted. Only 50-60 of these applications will be approved, which will use all of the funds. The application that the Governing Board approved in July is for next year. Hoping not to lose the TBRA funds, which come out of the home funds grant. They received a Trust Grant of \$2,500 to support families living in the tiny houses in Pittsburg. This money will help them find long-term housing. Jacob Hughes previously worked with these families; however, he has taken a job with DCF. Tiffany Romine is now working with these two families to help them achieve their goals. We currently have eight TBRA families that are extremely low-income. The program is presently writing the grants. Had an audit on the Weatherization Program, and as they know, there were no concerns about how the funds were spent. Getting ready for the auditors and the KSCAP retreat.

IX. Early Childhood Education Services Director's Report – Lindsay Knopp: The One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Child and Families PI – we are going to apply for these funds. What we are requesting is to help renovate Parsons' kitchen to provide them with more space, a commercial-size dishwasher, a larger sink, and an addition to the side of the building. This addition will enhance security, as the milk delivery person currently has full access to the

center during milk delivery. This addition will include a door that prevents unauthorized entry to the center. This grant is due Friday, August 22, 2025. We will also apply for funds for safety and security, including additional space behind the building for use in case of an emergency. The center is situated in a residential area, with no designated emergency evacuation route. The pre-service just happened, and it was a great time. They have already received good feedback from staff. Forty to fifty staff members have already submitted their feedback. She is still working with Links to Quality and has completed the administrative section, allowing her to request funds now. The larger centers will be able to spend up to \$1,500 on office supplies. This amount is based on your licensing numbers. All centers will be able to apply for these items. Once changes have been made, if needed, to the Parent Handbook and Staff Handbook, additional funds can be requested. For the larger centers, this could amount to \$ 3,000. Once this link has been finished and all funds distributed, she can start another link for more funds. This money is more flexible than grant dollars, and she hopes staff will utilize it. AEDs have been placed in all buildings, and all staff members have received training on their use. Working on writing the 5-year grant, and it is due at the end of August. School resumed in the classrooms that had been closed during the summer. Nine new vehicles were purchased last week. Four were purchased with auction funds: three for home visitation and two as replacements for previously totaled cars. The next thing they want to work on is replacing the buses. They may have low mileage, but they are older and are starting to have maintenance issues.

1. Information: OHS-PI-25-02 One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

X. Unfinished Business

XI. As the need arises

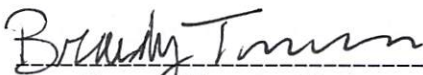
XII. Adjournment

A Motion was made by Mikki Davis to Adjourn the meeting.

Motion seconded by Catherine Johnson

Discussion: None

Vote: Approved


Braedy Turner, Chair

10-21-25
Date