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Compassion in Action!

## SEK-CAP Early Childhood Education Services Policy Council Meeting

Tuesday, October 21, 2025

SEK-CAP Early Childhood Education Training Center

275 N. Apico Way, Girard, KS 66743

5:00 pm Eligibility/Selection Criteria – Tanya House

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 Davis/Constance Thach-Myers

Policy Council Representatives	Present	Zoom	Not Present
Mikki Davis – Co-Secretary – Allen Community Rep			Excused
Taryn Smith – Allen CB 0-5 Rep	X		
Catherine Johnson – Vice Chair – Fort Scott 3-5 Rep	X		
Constance Thach-Myers – Co-Secretary-Cherokee Community Rep	X		
Charlene Mannex - Cherokee CB 0-5 Rep (Riverton)		X	
Joshua Daughtery – Crawford HB 0-5 Rep			Unexcused
Justice Davis Crawford HB 0-5 Alternative	X		
Braedy Turner – Chair – Labette CB 3-5 Rep (Oswego)	X		
Nathaniel Waggoner- Labette Community Rep	X		
Katherine Boehrsen – Labette HB 0-3 Rep	X		
Boyd Koehn – Board President		X	
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 November 18, 2025

*A Motion was made by Nathaniel Waggoner to Approve the Agenda for November 18, 2025*

*Motion seconded by: Taryn Smith*

*Discussion: None*

*Vote: Approved*

### IV. Approval of Meeting Minutes of October 21, 2025

*A Motion was made by Catherine Johnson to Approve the Meeting Minutes of October 21, 2025*

*Motion seconded by: Nathaniel Waggoner*

*Discussion: None*

*Vote: Approved*

### V. New Business

**A. Personnel Report -Lindsay Knopp** - There were no questions about the October 2025 Personnel report. For October, there were five new hires, six separations, and one status change: Teacher Assistant to Assistant 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

**October 2025 Financials, Early Childhood Program – Janel Scales** – The agency's fiscal year ended on September 30, 2025. October's budget looks a little lower because items are being applied back to September. State EHS Childcare Partnership: There were no questions, and the members felt everything looked good. The fiscal year runs from July 1 to June 30. The program is 33% through the grant and has spent 25% of the CCP budget. We have spent 4% of the subsidy budget and overall, 20% of the budget. State EHS Home Visitation: October 2025 Final reports were provided, there were no questions, and the members felt everything looked good. The fiscal year runs from July 1 to June 30. The program is 33% through the grant, and we have spent 25% of the home visitation budget. Federal EHS/HS Grant: The fiscal year runs from December 1 to November 31. We are 92% through the grant period, having spent 80%, and have met 49% of the non-federal match requirement. A budget revision was submitted on October 1, 2025; however, due to the government shutdown, it has not been approved. The program did have its first



monthly visit with the Grant Specialist since the shutdown. They noted that they had seen the request and will work on it. Part of the budget revision included purchasing two new Head Start buses and three agency vehicles. The program will need to provide quotes for the buses and cars to support the budget revision. For the line items currently at 100%, Janel has been moving the allowable 10% from personnel and fringe to cover expenses exceeding the budget. A waiver has been submitted for the In-Kind amount that the program did not meet in the budget revision. 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 the previous month, and the expenses are for the current reporting month. This month, Janel has not submitted the reimbursement when this report was run. The Credit Card Statement Report is for 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. Each center has a Walmart card for purchasing items. Each vehicle is equipped with a Wex card for fuel and car washes.

*A Motion was made by Catherine Johnson to approve the October 2025 Financial Reports.*

*Motion seconded by: Nathaniel 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

**Revise Meeting Calendar to exclude December, March, and August.** The Policy Council members discussed that these three meetings are sometimes canceled due to weather or low attendance. They have agreed to remove these months from the meeting schedule and will review the data typically presented during those meetings at the next session.

*A Motion was made by Nathaniel Waggoner to approve the revised meeting calendar to exclude December, March, and August.*

*Motion seconded by Catherine Johnson*

*Discussion: None*

*Vote: Approved*

**Self-Assessment – None**

**C. Policies and Procedures – Internal Dispute Resolution – Procedure Addition**

**D. Membership – None**

**E. Committee Report – Eligibility Criteria Points** – The Policy Council Members met prior to the Policy Council meeting and discussed the points. Nathaniel Waggoner felt that parents without a High School diploma (not currently enrolled in a high school program and 20 years or older) should receive higher points than the current 40. The members discussed this and decided to grant 60 points to a Parent without a High School diploma (not currently enrolled in a high school program and 20 years or older). They wanted to give it points to things that were similar.

*A Motion was made by Catherine Johnson to approve the Eligibility Criteria Points.*

*Motion seconded by Nathaniel Waggoner*

*Discussion: None*

*Vote: Approved*

**F. By-laws – None**

**G. Boardable – William Hollaway** – Completed before the meeting. Provided each member with a handout that explained how to download the app and how to navigate the app and website. Will start using this at the January meeting.

**H. Meeting Times** - Time of monthly meetings – Lindsay Knopp – The Policy Council revisited this topic, considering the arrival of new members. The program seeks to determine whether members would prefer meetings scheduled during the day or on a different day. A majority of the members said that the current time and day of the meetings work best for them, as they can attend after work.

**VII. Governing Board Report** – Boyd Koehn: Joined via Zoom. The Governing Board accepted Bill Howell for the Fort Scott Community spot. Marilyn Logan was up for renewal and has moved to sitting on the board in the low-income sector. During the last Governing Board meeting, the members reviewed the following policies: HR, Technology, Electronic, Social Media, Vehicle, and Benefits. The board was trained in Boardable and approved the Early Childhood By-Laws. For housing, the duplexes in Cherokee are past their 20-year limit and are no longer in the Urban Covenant. The agency can now decide what it wants to do with them.

**VIII. Chief Executive Officer's Report** – Jamey Whitney: The report continues with Boyd's statement about the Cherokee duplexes; the ownership has moved to the SEK-CAP agency. The decision has been made to keep the units and continue to offer them to low-income individuals. The only downside is that they use geothermal heating, which is expensive to repair. The agency has begun reviewing all policies and making the necessary updates. Once completed, these will be submitted to the



agency's lawyer for approval. One policy that needed to be updated due to the government shutdown addressed what the agency would do if funding were to be stopped or limited. They discovered there is a difference between furlough and layoff. They updated the verbiage to ensure it aligns with what the agency would do. Bill Howell, the new Governing Board Member, is the Director of Children's Services with Crawford County Mental Health. With his position, he can fill the Education Public Sector. We are finishing the KDOT 5311 Transportation Grant. We are having issues due to reduced funding; we had to suspend a few routes, including one in Pittsburg, at some level. Strategic Plan updated, and what updates have happened. This will be provided to the Policy Council at the next meeting. All Staff Day will be held on December 12 at Pitt State University. All staff will come together for training and to show staff appreciation.

- IX. Early Childhood Education Services Director's Report – Lindsay Knopp: The Early Childhood Management Team will be reviewing policies and procedures. There are a few that will be first, as some staff are not following the procedures. When reviewing these policies, some may be updated to allow a little personalization, while others may remain the same, as it is best practice. Once the procedures have been updated, the Early Childhood Management Team will be trained on the procedures and then go to the centers to either train or provide guidance on what should be happening. The major issues noted are Rest time, toothbrushing, handwashing, mealtimes, and drop-off/pick-up. The Early Childhood Management Team travels to different centers each month to complete a Manager Visit checklist. This is to help the program determine what is going well, who needs more coaching, what needs more training, or guidance. Links to Quality: William has ordered the iPads. Some of the old ones are still in good condition and will be used either by staff working on college/CDA or as loaners if one is broken. The Iola office walls arrived, and Brian denied receiving them because they were damaged. The timeline for getting a refund or new walls is undetermined at this time. The Change of Scope is still being processed. Our point of contact has said it must go through three phases, and it is currently in its third phase. Lindsay is working with field staff to update job descriptions. She has worked with the Early Childhood Management Team on their job descriptions and is now working on the field staff. The hope is that making some adjustments to the wording or removing irrelevant details from the job description may help with hiring or retaining staff. At the Parsons Center, the concrete has been poured to make the playground area more useful for bikes and other activities. At Galena, the plan is still to add the vestibule to the front of the building. The program is currently awaiting the fire marshal's approval of the area. Once the program receives the fire marshal's approval, the doors and materials will be purchased.

X. Information – School Messenger Opt-In – The purpose of School Messenger is that parents and Policy Council members can be notified of cancellation or any important information happening in the program. The email packet includes a QR code or a number to opt in and receive the messages.

XI. Unfinished Business:

1. **Hiring Rates – Charlene Mannex** – This concern was discussed at the last meeting and brought to today's meeting. Charlene spoke with the staff again about their concerns. Once again, it was stated that staff are upset that new staff are being hired at the same rate they are currently paid, even though they have less education. Jamey explained that each position has a base rate, and then, based on education and experience, the rate can change. A number of people determine each new hire's rate of pay. This decision is not made by the Center Manager. He mentioned that if staff have an issue with their pay rate, they should contact the Human Resources department.

XII. As the need arises

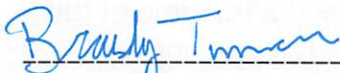
XIII. Adjournment

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

Motion seconded by Catherine Johnson

Discussion: None

Vote: Approved



Braedy Turner, Chair

1-20-20

Date