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Compassion in Action!

SEK-CAP Early Childhood Education Services Policy Council Meeting
Tuesday, May 19, 2026
SEK-CAP Early Childhood Education Training Center
275 N. Apico Way, Girard, KS 66743

5:00 pm Professional Development & Coaching – Whitney Wilson
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 – Constance Thach-Myers

Policy Council Representatives	Present	Zoom	Not Present
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			Unexcused
Adam Nading – Cherokee CB 0-5 Rep (Columbus)			Resigned
Jerick James – Cherokee CB 0-5 Rep (Galena)	X		
Joshua Daughtery – Crawford HB 0-5 Rep		X	
Justice Davis Crawford HB 0-5 Alternative			Unexcused
Nathaniel Waggoner- Labette Community Rep	X		
Braedy Turner – Chair – Labette CB 3-5 Rep (Oswego)	X		
Katherine Boehrsen – Labette HV 0-3 Rep			Unexcused
Boyd Koehn – Board President	X		
Ayla Daughtery – Board Liaison		X	
Guest Name:			
Staff Name:			
Lindsay Knopp	X		
Jamey Whitney	X		
Janel Scales	X		
Tanya House	X		
Jessica Attebery	X		

III. Approval of Agenda for May 19, 2026

A Motion was made by Nathaniel Waggoner to Approve the Agenda for May 19, 2026

Motion seconded by: Catherine Johnson

Discussion: None

Vote: Approved

IV. Approval of Meeting Minutes of April 21, 2026

A Motion was made by Catherine Johnson to Approve the Meeting Minutes of April 21, 2026

Motion seconded by: Nathaniel Waggoner

Discussion: None

Vote: Approved

V. New Business

A. Personnel Report –Lindsay Knopp: In April, we had eight new hires and seven staff separations. There was no change of status during the month.

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 2026 Financials Early Childhood Program – Janel Scales: State EHS Childcare Partnership: There were no questions, and the members agreed everything looked good. The fiscal year runs from July 1 to June 30. The program is 83% through the grant and has spent 73% of the CCP budget. We have spent 29% of the subsidy budget and 63% of the overall budget. The program is currently working on a budget revision, which the Policy Council has already approved. This revision is necessary because the program may move up to 10% of funding from one budget line to another only with prior approval. One area from which funds will be moved is the Contractual line. At the time the grant was submitted last year, the program utilized an outside agency for cleaning services. Shortly after the grant period began, the program changed its cleaning procedures and no longer utilized the outside agency, resulting in unused contractual funds. Another line requiring adjustment is Salaries. This is due to projected COLA increases that were included in the budget, along with staff vacancies that occurred throughout the year. The funds being moved will support several identified needs. Lindsay, Brian, and William are currently working on Information Technology and center maintenance updates that are needed throughout the program. The program also follows the practice of spending down grant-funded amounts first before utilizing subsidy dollars once a line item reaches a \$0.00 balance. For example, all grant-funded training dollars have been expended, so additional training costs have been covered with subsidy funds. Additionally, the program has been setting aside funds to support the future renovation of the Coffeyville center.

State EHS Home Visitation: There were no questions, and the members agreed everything looked good. The fiscal year runs from July 1 to June 30. The program is 83% of the way through the grant, and we have spent 56% of the home visitation budget. The program is currently working on a budget revision, which the Policy Council has already approved. Janel does not believe a budget revision will be necessary, as the program is not expected to spend down all available funds. The same applies to the CCP program Personnel Line, which has additional available funds due to projected COLA increases budgeted over three years and ongoing staff vacancies. At this time, she estimates that approximately \$400,000 will remain unspent.

Federal HS Grant: The fiscal year runs from December 1 to November 30. We are 42% through the grant period, having spent 31% of the grant, and have met 17% of the non-federal match requirement. A budget revision was submitted on October 1, 2025, and the program is still awaiting approval to transfer funds. The grant year associated with this budget revision ended on November 30, 2025. Because the revision remains pending, the program cannot fully close out the grant at this time. Janel is hopeful that a new budget revision for the current grant year can be submitted by June 1, 2026, to receive approval before November, helping avoid delays in the grant closeout process.

Federal EHS Grant: The fiscal year runs from December 1 to November 30. We have 42% through the grant period, having spent 27%, and have met 12% of the non-federal match requirement. The program has submitted a waiver of the non-federal match requirement because it does not meet the required threshold. At this time, the Office of Head Start has been consistently responsive in reviewing and approving requests related to meeting non-federal match requirements.

Child and Adult Care Food Program: The program runs from October 1 through September 30. This program is based on state reimbursement rates. Revenue is from the previous month, and expenses are for the current reporting month. The funds are used for kitchen supplies, maintenance, a portion of the Nutrition Manager's salary, and other kitchen-related expenses. The auditors have recommended that we continue to utilize the remaining funds. Additionally, the program is allocating a portion of the Cook's salary to this budget.

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 April 2026 Financial Reports.

Motion seconded by: Taryn Smith

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

C. Self-Assessment – None

D. Policies and Procedures – None

E. Membership –Braedy Turner – Adam Nading Resignation

A Motion was made by Nathaniel Waggoner to approve the resignation of Adam Nading from Policy Council.

Motion seconded by: Catherine Johnson

Discussion: None

Vote: Approved

F. Committee Report – None

G. By-laws – None

VII. Governing Board Report – Boyd Koehn: The Governing Board has not met since the last Policy Council meeting. They have a meeting scheduled for May 21, 2026. During the training, agency staff discussed the various software programs the agency uses to track data. He was surprised that the agency uses 8 or 9. They provided information showing how data in each system connects to other systems. Elise Dunnigan, a guest speaker from Kansas Child's Service League, is contracted through DCF and provided mandated training around child abuse and neglect. During the training, Ms. Dunnigan discussed the symptoms caregivers might display and the associated risk factors. She also talked about adverse childhood trauma and environments, which are referred to as ACEs. She also talked about shaken baby syndrome, which is the leading cause of death in infants. Of these children, 25% die, and the rest have long-term delays. She mentioned that about 14% of children currently live in poverty. During the training, the policy and procedures were discussed. Part of the updates to the policy and procedures includes clarifying the policy, revising the language, and specifying who would perform the duties if a position is open.

VIII. Chief Executive Officer's Report – Jamey Whitney: All Staff Day training went well. The agency has two days a year where all staff get together, one is Staff Appreciation and the other is Staff Training. Community engagement, the agency is writing grants

for an emergency shelter. This grant will support people experiencing homelessness and the TBRA grant. The intent is to help either the current homeless or someone at risk of being homeless. These funds will help with rent, utilities, deposit, or anything that would help the family from becoming homeless. The agency works with Housing Authorities and is expanding into Bourbon and Montgomery counties to support them better. The agency is also working on a Patterson Grant to secure funds for the renovation of the Coffeyville Center. It has been troublesome to write because there are three different program dates to work with. Jamey believes they got one date there that will help support the grant. In Information Technology, the agency is working to meet the 504 requirements under the ADA for websites and social media. The deadline to meet the requirements was May 11; any agency that receives funds from DHS must have accessibility standards on its website & social media for people with disabilities. Someone worked on this, and it has been extended for a year. The agency has submitted the information to the web developer for its website, and the developer has audited the site. Another major focus in the Information Technology department is AI; federal and state governments are also focused on it. Housing implemented a new software database called Yardi. The staff is working on training and migrating data from the old system to the new one. CSBG: Currently, KHRC staff are in the office conducting an audit of the program, reviewing fiscal and Governing Board records to ensure the agency meets the requirements. Transportation: The agency has been approved as a Non-Emergency Medical Transportation provider. The agency is awaiting a PIN to get started. A PIN was mailed to the wrong address, and a new one has since been sent. Pittsburg State University has extended its transportation in Pittsburg to now running two buses. There may be plans to run a third bus in the future. Jamey also had pictures of the three new houses that will be built in Girard.

IX. Early Childhood Education Services Director's Report – Lindsay Knopp: RAN Review. The follow-up is scheduled for June 2. Lindsay has all of the documents needed to support compliance. A Lead Teacher/Center Manager debriefing meeting is scheduled. No new information on the "Change of Scope"; it is still pending. Michelle Rice, the current Family/Community Service Manager, has been named the new Assistant Director, as the current Assistant Director will retire on May 5. With Michelle's new position, the home visitation structure is being changed, and a Home-Based Supervisor will oversee the Family Educators. The Center Supervisors will start supervising the Family Advocates at their centers. Hopefully, the change in the supervision of Family Advocates will improve communication in the centers. Graduations are happening across the program. Summer Maintenance reviews have been done at each center and will be completed during the summer months. Link to Quality has submitted final documentation and is awaiting approval, or further changes may be needed. The Early Childhood Management team has been working on policy and procedure updates. This has been completed, and we are now working to update the document.

Questions asked: What is happening with the Fort Scott Preschool when the district moves out?

There has been discussion about the current building becoming an alternative school. Lindsay said she has contacted the state licensing office to see if we can have a classroom with the alternative school. Her contact did not have an answer and will get back with her. At this time, the program's plan is to have class in the current building during the 2026-2027 school year. The district has stated that the new building will not be completed until December and will most likely not move to the new building until the 2027-2028 school year.

A parent has a concern regarding enrollment for the Oswego Center for the upcoming school year. At this time, it appears that families residing in the Oswego area may not be returning next year. This raises the question of whether the center would remain operational if enrollment consisted primarily of families from Parsons. Lindsay has indicated that she would like to speak directly with the families concerned. She also noted that there are limits on the number of children who can be transported from Parsons to the Oswego center.

Another parent raised a concern regarding the Galena center and requested information about environmental testing due to the nearby landfill. Jamey shared that an environmental study was completed during the building's renovation and that maintenance has also conducted lead testing at the facility. The parent noted that the EPA and KDHE have been conducting testing at the landfill. If parents continue to have concerns, they are encouraged to contact Jamey, who can coordinate with Public Health to determine if any additional review or action is needed. At this time, no staff have reported concerns regarding odors or related issues.

X. Information – None

XI. Unfinished Business: None

XII. As the need arises: None

XIII. Adjournment

A Motion was made by Catherine Johnson to Adjourn the meeting.

Motion seconded by Nathaniel Waggoner

Discussion: None

Vote: Approved



Braedy Turner, Chair



Date