

Policy Council Committee Meeting

November 17, 2016

Motion to: Open the meeting.
Motion by: Sandra W.
Seconded: Kelly C.
Vote: AIF

1. Introductions & Roll Call

Representatives: Megan Porter, Flavia Oliveira, Danielle Varney, Stacy Pierpont, Billie Jo Moore, Samantha McAninch, Amanda Labbe, Kelly Clauson, Kimberly Novak, Kelley Dow, Heather Hussey, Sandra Winters, and Raelyn Libby. **A quorum was present.**

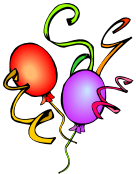
Staff: Kathy Colfer, Tracye Fortin, Jennifer Pare, and Jennifer Hebert.

Excused: Taylor Rittall.

Absent: Marisah Colon.

Visiting: Tracy Frost.

2. Policy Council Orientation



Welcome new members!!!! Orientation of new Council members occurred. Discussions focused on Head Start's shared governance structure and meeting formats and how the Council interacts and works with KVCAP's Board of Directors.

The December agenda will focus on election of officers. The importance of participating in Policy Council was discussed and members were asked to encourage other parents to join in program and governance activities. Members were urged to consider these roles because it is an opportunity to learn new skills that can be utilized outside of the meeting room.

3. Community Representatives

Five candidates, all in attendance, asked the council for its vote to become Community Representatives.

- Community Representative – Kimberly Novak
- Community Representative – Heather Hussey
- Community Representative – Kelley Dow
- Community Representative – Sandra Winters
- Community Representative – Raelyn Libby

Motion to: Approve five recommendations for Community Representatives.
Motion by: Sandra W.
Seconded: Kelly C.
Vote: AIF

4. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 7/21/2016.
Motion by: Sandra W.
Seconded: Kelly C.
Vote: AIF

5. **Head Start Policy Council ByLaws**

The Director of Child & Family Services discussed the Head Start Policy Council ByLaws in depth with Council members. Areas of recommended change were highlighted in red and are a reflection of the new Head Start Performance Standards. Those changes include the new five year term for members, as well as change to the Personnel Committee, regarding the process for hiring/termination of employees. Cathy Kershner, KVCAP's Human Resource Director, will join the December meeting to talk about some of the recent Personnel Policy and Paid Time Off (PTO) plan changes. A two-thirds quorum was present.

Motion to: Accept and approve the Head Start Policy Council ByLaws as presented and recommend approval to the KVCAP Board of Directors.

Motion by: Kelly C.

Seconded: Sandra W.

Vote: AIF

6. **New Head Start Performance Standards**

The Director of Child & Family Services shared information on the New Head Start Performance Standards and timeframes for implementing certain areas of change. There will be more discussion regarding these changes over the course of the program year.

7. **KVCAP Program Information Reports**

The KVCAP Program Information Reports for Head Start, Early Head Start, and Early Head Start – Child Care Partnerships were included in binders. These reports are submitted once per year to the Administration for Children and Families – Region I. Council members were encouraged to review these as they give a good glimpse of all the information collected about services, staff qualifications and family demographics.

8. **Policies/Procedures**

- Short-Term Medical Exclusion Policy - Recommend for approval as presented. Reviewed as part of annual review.

Motion to: Accept and approve the Short-Term Medical Exclusion Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

- Community Complaint Procedure - Recommend for approval as presented. Reviewed as part of annual review.

Motion to: Accept and approve the Community Complaint Procedure as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

- Grievance Policy and Process for Parents - Recommend for approval as presented. Reviewed as part of annual review.

Motion to: Accept and approve the Grievance Policy and Process for Parents as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

- Internal Dispute Resolution Policy - Recommend for approval as presented. Reviewed as part of annual review.

Motion to: Accept and approve the Internal Dispute Resolution Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

- Code of Conduct (Staff) - Recommend for approval as presented. Reviewed as part of annual review.

Motion to: Accept and approve the Code of Conduct as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

- Code of Conduct (Policy Council) - Recommend for approval as presented. Reviewed as part of annual review.

Motion to: Accept and approve the Code of Conduct as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

9. Content Areas

The Director of Child & Family Services shared with Council members that at some meetings over the next program year, a Content Specialist will join the beginnings of meetings to talk about any topics that parents are interested in (i.e. OWL, Conscious Discipline, Health and Nutrition, etc). Below is a list of topics that members of the Council shared as areas of interest:

- Food Bank/Backpack Program
- Health & Nutrition
- Conscious Discipline
- Curriculum
- Social Development
- Car Seat Safety

10. Parent Activity Funds

Requests of recently approved Parent Activity Funds were shared with the Council.

Requests for Parent Activity Funds:

- Anson Preschool – Apple Farm field trip - \$36.00
- Solon Preschool – Apple Farm field trip - \$33.00
- Canaan Preschool – Apple Farm field trip - \$50.00
- HomeBased – Two visits to the Sensory gym in Waterville or Out of the Box in Skowhegan for Playgroups; Take home activities and materials for HomeBased families during the year; Take home ingredients for recipes, cooking activities linked to Playgroups - \$312.00

11. **Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>85.36</u>
<u>Ending Balance</u>	<u>\$</u>	<u>214.64</u>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Raelyn L.

Seconded: Sandra W.

Vote: AIF