

Policy Council Committee Meeting

December 17, 2015

Motion to: Open the meeting.

Motion by: Sandra W.

Seconded: Patricia O.

Vote: AIF

1. Introductions & Roll Call

Representatives: Christa Nielsen, Flavia DeBrito, Marisah Colon, Karen Harrington, Sandra Winters, Patricia Ouellette, Sheila Dees, Raelyn Libby, and Robin Cochrane-Crane. **A quorum was present.**

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

Absent: Kristie Harris, Veronica Nicholson, and Heidi Sallee.

Excused: Frank Condon and Kelly Clauson.

2. Policy Council Election of Officers

Reviewed duties of each position in detail. Council members expressed their interest in specific positions.

- Chairperson – Christa Nielsen

Motion to: Approve recommendation of Christa Nielsen for Chairperson.

Motion by: Patricia O.

Seconded: Robin C.

Vote: AIF

- Vice-Chairperson – Flavia DeBrito

Motion to: Approve recommendation of Flavia DeBrito for Vice-Chairperson.

Motion by: Sandra W.

Seconded: Patricia O.

Vote: AIF

The Council discussed combining the Secretary/Treasurer position this year.

Motion to: Approve recommendation to combine the Secretary/Treasurer positions.

Motion by: Sandra W.

Seconded: Flavia D.

Vote: AIF

- Secretary/Treasurer – Sandra Winters

Motion to: Approve recommendation of Sandra Winters for Secretary/Treasurer.

Motion by: Robin C.

Seconded: Patricia O.

Vote: AIF

Thank you for your willingness to play a leadership role on the Council!!

3. Community Representatives

One candidate asked the council for its vote to become a Community Representative.

- Community Representative – Raelyn Libby

Motion to: Approve recommendation for Raelyn Libby as a Community Representative.

Motion by: Patricia O.

Seconded: Karen H.

Vote: AIF

4. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 11/19/2015.

Motion by: Karen H.

Seconded: Sandra W.

Vote: AIF

5. Personnel

One personnel action was presented. All non-voting members and staff were asked to exit the room and members were reminded that information shared during this session is confidential. Details are outlined in the Personnel meeting minutes.

6. Strategic Planning Timeline

The Child and Family Services Director outlined the strategic plan (and tools used) that inform the development of the grant, which needs to be submitted no later than June 1, 2016. Dates of activities were discussed in detail and provided to the Council in the Strategic Planning Timeline.

Motion to: Approve the Strategic Planning Timeline as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Patricia O.

Vote: AIF

7. Policies

The following policies/procedures were presented and discussed at the meeting:

- Sex Offenders – C&FS Practices – No major changes. Streamlined procedure and language.

Motion to: Accept the Sex Offenders – C&FS Practices policy and procedure as presented.

Motion by: Sandra W.

Seconded: Robin C.

Vote: AIF

- Short-Term Medical Exclusion Policy – No changes presented. Presented as part of annual review.

Motion to: Accept the Short-Term Medical Exclusion Policy as presented.

Motion by: Sandra W.

Seconded: Robin C.

Vote: AIF

- Volunteers Policy and Process – No major changes. Language has been condensed in an effort to make it clearer.

Motion to: Accept the Volunteers Policy and Process as presented.

Motion by: Sandra W.

Seconded: Robin C.

Vote: AIF

8. **Reports**

The Director of Child & Family Services reviewed reports in detail and asked if members had any questions/concerns.

- Budget Report through October.
- In-Kind Reports – 2014-15 Final; and, current program year through mid-November.
- Monthly Attendance and Absenteeism Reports for October.
- Enrollment Report for October.
- Program Credit Card Expenditures through November.
- KVCAP Board Program Information Report.

Motion to: Accept and approve reports as presented.

Motion by: Sandra W.

Seconded: Patricia O.

Vote: AIF

9. **Update on Federal Head Start Review**

The Director of Child & Family Services discussed the new format for the upcoming Federal Head Start review segments. Child & Family Services will have a total of 6 review teams, focusing on different areas of our program. The next review will focus on Fiscal and the Classroom Assessment Scoring System (CLASS).

10. **Policy Council Work plan – Content Presentations Idea List**

The Director of Child & Family Services shared a Content Area - Idea List for Council members to review and choose topics of interest for brief presentations at Policy Council meetings. The following are the topics chosen, however, members are always welcome to let staff know if they are interested in having additional topics presented.

- Conscious Discipline
- Budgeting
- Mental Health Consultant
- I Am Moving, I Am Learning
- Immunizations
- Car Seat Safety

11. **New England Head Start Association Conference – Report from Parents who Attended**

Three Council members, Flavia DeBrito, Marisah Colon and Robin Cochrane-Crane, attended the New England Head Start Association Conference and shared their enthusiastic report of how well-liked and informative it was!

12. **Parent Activity Funds Requests**

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

Requests for Parent Activity Funds:

- Educare – Explore with Me Night at LC Bates Museum; will provide activities and materials for children and families to learn about science through interactive workshop - \$158.83
- Educare Part Day – Parent/Child Activity Hour, which promotes educational and informational

opportunities for children and families; Story teller for Explore with Me Night; End of year Family Picnic; Summer activity bags - \$1,152

- HomeBased – Entrance fees for two visits to the Sensory Gym in Waterville for playgroups; Take home activities and materials for HomeBased families during the year - \$312

13. Content Area Plans

The Director of Child & Family Services explained the purpose and format of the written plans and presented the Content Plans and Definitions and Acronyms in detail; including Disabilities, Early Childhood Development and Health Services, Family and Community Partnerships, and the Program Design and Management. No major changes were presented.

Motion to: Accept Content Area Plans and Definition and Acronyms and recommend to the Board of Directors.

Motion by: Sandra W.

Seconded: Flavia D.

Vote: AIF

14. Treasurer's Report

Beginning Balance	\$	300.00
Paid Out	\$	27.28
<u>Ending Balance</u>	\$	<u>272.72</u>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Flavia D.

Seconded: Sandra W.

Vote: AIF