

Policy Council Committee Meeting

May 18, 2017

Motion to: Open the meeting.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

1. Introductions & Roll Call

Representatives: Megan Porter, Flavia Oliveira, Danielle Varney, Stacy Pierpont, Billie-Jo Moore, Kelly Clauson, Kimberly Novak, Sandra Winters, and Raelyn Libby. **A quorum was present.**

Staff: Tracye Fortin, Jennifer Pare, and Sara Jackson.

Excused: Samantha McAninch.

Absent: Stacey Church, Amanda Labbe, Marisah Colon, Kelley Dow, and Heather Hussey.

Visiting Parents: Tracy Frost.

2. Conscious Discipline Presentation

Sara Jackson, Teacher, attended Policy Council to talk with members about Conscious Discipline. Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Sara demonstrated techniques/language to assist children in managing stress and behaviors. The techniques can be used in classrooms and at home. More information on Conscious Discipline can be shared with you by staff at your school and also by visiting www.consciousdiscipline.com.

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 4/20/2017.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

4. 2017-18 Grant Applications - Discussion

The Policy Council discussed in depth the applications for the Early/Head Start and Early Head Start Child Care Partnerships grants for 2017-18 (Budget, Summary of Program Self-Assessment and Improvement Plan, Progress towards Goals, Program Description, Training and Technical Assistance Plan and Grid, and the Cost of Living Adjustment {COLA}). Both applications are due by June 1st and are for the September 1 – August 31st program year.

Motion to: Accept and approve the applications for the Early/Head Start and Early Head Start Child Care Partnership grants as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

5. Policies:

- a) Suspected Child Abuse and Neglect Policy - No major changes presented. Reviewed as part of annual review process.

Motion to: Accept and approve the Suspected Child Abuse and Neglect Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

- b) Medically Underserved/Health Professional Shortage Policy - No changes presented. Reviewed as part of annual review process.

Motion to: Accept and approve the Medically Underserved/Health Professional Shortage Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Raelyn L.

Seconded: Kim N.

Vote: AIF

- c) Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy – No changes presented. Reviewed as part of annual review process.

Motion to: Accept and approve the Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Kim N.

Seconded: Raelyn L.

Vote: AIF

6. **Reports**

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

- Budget Report through March.
- In-Kind Reports through March.
- Monthly Attendance and Absenteeism Reports for February/March.
- Enrollment Report for April.
- Program Credit Card Expenditures for April.
- KVCAP Board Program Information Report.
- School Readiness Report – Fall to Winter.

Motion to: Accept and approve the reports as presented.

Motion by: Sandra W.

Seconded: Kim N.

Vote: AIF

7. **Parent Activity Funds**

- a) Anson Preschool – Summer Activity buckets to promote kindergarten readiness and fine motor skills (notebooks, crayons, markers, scissors, jump rope, bubbles, shovels) - \$157.00
- b) Mill Stream Preschool – Family trip to DEW Haven animal farm, including a tour focused on children and families learning about the animals; Family enrichment activity bags for each family to bring home, including art, literacy, math and nutrition and physical activity ideas - \$192.00

8. **Treasurer's Report**

Beginning Balance	\$	300.00
Paid Out	\$	102.52
<u>Ending Balance</u>	\$	<u>197.48</u>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF