

# Policy Council Committee Meeting

## May 19, 2016

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

### 1. Introductions & Roll Call

**Representatives:** Flavia DeBrito, Kelly Clauson, Veronica Nicholson, Frank Condon, Raelyn Libby, Sandra Winters, and Robin Cochrane-Crane. **A quorum was present.**

**Staff:** Kathy Colfer, Tracye Fortin, Jennifer Pare, and Anne Owens.

**Excused:** Patricia Ouellette, Marisah Colon, Christa Nielsen, Karen Harrington, and Sheila Dees.

### 2. Child Plus Presentation

Anne Owens, Office Manager, joined the Policy Council to talk with members about informed consent regarding information/data we track on families that is stored in either web-based platforms or external storage systems, such as the cloud. The Office Manager and Policy Council talked about revising a consent form. She will take Policy Council feedback and revise current forms.

### 3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 4/21/2016.

Motion by: Sandra W.

Seconded: Robin C.

Vote: AIF

### 4. Personnel

Five personnel actions were 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.

### 5. Early Head Start / Head Start Federal Base Grant

A detailed draft budget was presented and reviewed as a group, along with the Self-Assessment results, the Progress towards Program Goals and Objectives, Community Assessments Updates, Program Description outlining key changes for the upcoming year, Cost of Living Adjustment (COLA), Training and Technical Assistance Plan, and the Organizational Chart.

Motion to: Accept and approve the proposed 2016-17 federal base grant package, including the Budget, Program Goals and Objectives, Cost of Living Adjustment (COLA), Training and Technical Assistance Plan, Community Assessment Updates, Program Description, Summary of Self Assessments and the Organizational Chart and recommend to the KVCAP Board of Directors.

Motion by: Kelly C.

Seconded: Robin C.

Vote: AIF

### 6. Supplemental Funds Available to Extend Duration

The Office of Head Start announced the availability of funds to be awarded for the purpose of increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start center-based and family child care programs. The Director of Child & Family Services explained that after looking at all options throughout our program and evaluating available space in current

preschool locations, extending days/weeks in one Skowhegan classroom and two preschool classrooms at Educare would be feasible. The KVCAP Board of Directors approved this expansion on April 27, 2016.

Motion to: Accept and approve extended duration in one Skowhegan classroom and two preschool classrooms at Educare.

Motion by: Kelly C.

Seconded: Robin C.

Vote: AIF

## 7. **Reports**

The Director of Child & Family Services reviewed report highlights and asked if members had any questions/concerns.

- Budget Report through March.
- In-Kind Reports through Mid-April.
- Monthly Attendance and Absenteeism Reports for March.
- Enrollment Report for March.
- Program Credit Card Expenditures through April.
- KVCAP Board Program Information Report.
- Services Accessed to Enrolled Families Report.

Motion to: Accept and approve reports as presented.

Motion by: Raelyn L.

Seconded: Robin C.

Vote: AIF

## 8. **Parent Activity Funds Requests**

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

### **Requests for Parent Activity Funds:**

- Anson Preschool – Summer Activity Buckets (bubbles, books, playdough, jump rope, chalk) for End of Year Celebration; Food; Certificates; Decorations - \$192
- North Elementary Preschool – Graduation event and Family Fun Time: Inflatable slide; Snow cone maker; Rental of space at Skowhegan Parks and Recreation; Food and supplies for activity bags (summer activities for family engagement) - \$732
- Canaan Preschool – End of Year Family Activity: Obstacle course; Bike safety presentation/safety course; Walking storybook; Bubbles; Face painting; Community helpers (police, fire and rescue); Planting Preschool Garden; Making t-shirts; Activity buckets - \$200
- Hartland Preschool – Family Field Day: Activities to enhance family engagement (face painting, bubble station, crafts, games, obstacle course); Interactive story walk (gather items as they walk to each page to re-tell the story); Pizza party with healthy toppings - \$300
- Solon Preschool – Family Fun Day: Outdoor and indoor opportunities to engage families in healthy physical activity, eating and education while having fun with their children through play. Picnic lunch for families with healthy lunch options and recipes and nutritional information offered to families. Hat Art: Parents will assist their child in designing and creating a hat to be worn at the Family Fun Day - \$156

9. **Policy Council Meeting Schedule**

The Council discussed the current meeting schedule and voted to add an August meeting and not meet in September and October to allow staff and parent group's time to recruit new members before the November Orientation.

Motion to: Accept and approve the revised Policy Council meeting schedule.

Motion by: Robin C.

Seconded: Raelyn L.

Vote: AIF

10. **Treasurer's Report**

Beginning Balance	\$	300.00
-------------------	----	--------

Paid Out	\$	95.04
----------	----	-------

<b><u>Ending Balance</u></b>	<b><u>\$</u></b>	<b><u>204.96</u></b>
------------------------------	------------------	----------------------

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Sandra W.

Seconded: Robin C.

Vote: AIF