

Policy Council Committee Meeting

August 17, 2017

Motion to: Open the meeting.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

1. Introductions & Roll Call

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

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

Excused: Heather Hussey.

Absent: Flavia Oliveria, Stacey Church, Amanda Labbe, and Marisah Colon.

2. Pathways to Success Presentation

Kristen Holzinger, the Associate Director of Comprehensive Services, attended Policy Council to present on Pathways to Success, which serves as a tool to help families assess their strengths, goals and opportunities. It aligns well with the Head Start Parent, Family and Community Engagement Framework (as required by the Head Start Performance Standards). It assists in monitoring family progress, which informs our work with families, our program's self-assessment and ongoing data utilization, communication regarding family needs and also supports our work with public school partners, legislators, private funders, etc.

Motion to: Accept and approve the Pathways to Success tool as presented.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 5/18/2017.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

4. Policies:

- a) Confidentiality Policy and Procedure - No changes presented. Reviewed as part of annual review process.

Motion to: Accept and approve the Confidentiality Policy and Procedure as presented. KVCAP Board of Directors reviewed June 28, 2017.

Motion by: Sandra W.

Seconded: Billie-Jo M.

Vote: AIF

- b) Request for Payment of Professional Medical and Dental Services – No changes to policy. All changes made are to the procedure.

Motion to: Accept and approve the Request for Professional Medical and Dental Services as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

- c) Child Care During Policy Council, Parent Meetings and Parent Events – Changes reflected the addition of language around child care stipends for parent when attending a conference, training, etc.

Motion to: Accept and approve the Child Care During Policy Council, Parent Meetings, and Parent Events as presented and recommend to the KVCAP Board of Directors.

Motion by: Sandra W.

Seconded: Kelly C.

Vote: AIF

5. Reports

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

- Budget Report through June.
- In-Kind Reports through July.
- Monthly Attendance and Absenteeism Reports for May/June.
- Enrollment Report for May, June, July.
- Program Credit Card Expenditures for May, June, July.
- School Readiness Report – Fall to Spring.

Motion to: Accept and approve the reports as presented.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

6. Parent Activity Funds

- a) Educare Full Day – Classroom connections: activities in individual classrooms to promote parent-child interaction and connect parents with each other; Family picnic with food and a variety of activity stations for parents and children; Kindergarten celebration, which will be a small celebration for children going to kindergarten to recognize the hard work they put in - \$1344.00
- b) Canaan Preschool – Family Field Day: t-shirts, outdoor activities, face painting, bubbles, and lunch for families - \$130.00
- c) Solon Preschool – T-shirt Art, where parents will assist students to create the front of a t-shirt; Family picnic with healthy lunch options and recipes with nutritional information for families, prepared by the Educare kitchen; Family Fun Day: a day filled with opportunities to engage families in physical activities while engaging with their child - \$133.00
- d) Fairfield Preschool – Petting zoo for family fun day in the park (district covers ½ of total cost); Supplies to make life-sized candy cane game (spray paint, etc) - \$265.00.

There was additional discussion around safety, when children are present at off-site locations/events (whether a program event or district-sponsored event).

7. Treasurer's Report

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>126.72</u>
<u>Ending Balance</u>	<u>\$</u>	<u>173.28</u>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Kelly C.

Seconded: Stacy P.

Vote: AIF