

Policy Council Committee Meeting

January 18, 2018

Motion to: Open the meeting.
Motion by: Melinda P.
Seconded: Ryan C.
Vote: AIF

1. Introductions & Roll Call

Representatives: Jacksie Witham, Michele Gonya, Melinda Pooler, Ryan Celli, Stacy Pierpont, Kaitlyn Taylor, Samantha Hutchins, Carolyn Courtney, and Chelsea Schultz. **A quorum was present.**

Staff: Kathy Colfer, Tracye Fortin and Jennifer Pare.

Excused: Jolene Brown.

Absent: Christina Gilman and Kelly Clauson.

2. KVCAP's Community Assessment

Lisa Plimpton, from Plimpton Research, joined Policy Council to talk to parents about community needs. This focus group sought input from parents about several areas including: health, education, general barriers, etc. The activity was part of KVCAP's and Child & Family Services Community Assessment processes.

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 12/11/2017.

Motion by: Ryan C.

Seconded: Melinda P.

Vote: AIF

4. Election of Officers

Reviewed Treasurer and Community Representative duties in detail. Council members expressed their interest in specific positions.

- Community Representative – Chelsea Schultz

Motion to: Approve recommendation of Chelsea Schultz for Community Representative.

Motion by: Kaitlyn T.

Seconded: Stacy P.

Vote: AIF

- Treasurer – Chelsea Schultz

Motion to: Approve recommendation of Chelsea Schultz for Treasurer.

Motion by: Kaitlyn T.

Seconded: Stacy P.

Vote: AIF

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

5. **April Policy Council Meeting**

The April Policy Council meeting date has been changed to April 12th, 2018, due to staff being in out of state for the Educare Learning Network annual meeting.

Motion to: Approve recommendation to change the April Policy Council meeting date to April 12, 2018.

Motion by: Stacy P.

Seconded: Kaitlyn T.

Vote: AIF

6. **New England Head Start Association – Parent Rep**

The New England Head Start Association is looking for a parent rep. Kathy Colfer, the Director of Child & Family Services, serves as Treasurer on this Board and attends all meetings as well. This letter goes to the Maine Head Start Directors Association, who will select the parent representative. Any interested parents should submit a letter as to why they want to join to Jennifer Pare, no later than Thursday, January 25th.

7. **Strategic Planning & Grant Timeline 2017-18**

The Director of Child & Family Services discussed a Strategic Plan Timeline (and tools used) and asked for parent input and feedback. This informs the development of both the Federal Early/Head Start grant and the Early Head Start Child Care Partnership grant, which need to be submitted no later than June 1, 2018.

The Director also shared that Family Surveys will be going out via U.S. Mail over the next week to parents. She expressed the importance of having as many parents as possible complete the survey. Council members suggested having extra copies of the survey available in classrooms for those that either don't receive it in the mail or forget to complete it.

Motion to: Accept and approve the Strategic Planning Timeline as presented and recommend to the Board of Directors.

Motion by: Ryan C.

Seconded: Melinda P.

Vote: AIF

8. **Policies:**

- a) Background Check Process – Major changes were around clarification of the procedure. The Director also shared the upcoming fingerprinting process that will be added. Reviewed as part of annual review process.

Motion to: Accept and approve the Background Check Process as presented and recommend to the KVCAP Board of Directors.

Motion by: Ryan C.

Seconded: Melinda P.

Vote: AIF

- b) Impaired Parent Policy - No changes presented. Reviewed as part of annual review process.

Motion to: Accept and approve the Impaired Parent Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Melinda P.

Seconded: Stacy P.

Vote: AIF

- c) Transportation Policy – Clarification strengthened around transportation of parents.

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

Motion by: Stacy P.
Seconded: Ryan C.
Vote: AIF

d) Code of Conduct - No changes presented. Reviewed as part of annual review process.

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

Motion by: Melinda P.
Seconded: Stacy P.
Vote: AIF

e) Internal Dispute Resolution Policy - No changes presented. Reviewed as part of annual review process.

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

Motion by: Samantha H.
Seconded: Ryan C.
Vote: AIF

f) Community Complaint Procedure - No changes presented. Reviewed as part of annual review process.

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

Motion by: Ryan C.
Seconded: Melinda P.
Vote: AIF

g) Grievance Policy and Process for Parents/Guardians - No changes presented. Reviewed as part of annual review process.

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

Motion by: Ryan C.
Seconded: Melinda P.
Vote: AIF

9. **Reports**

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

- Budget Report through November.
- In-Kind Reports through December.
- Monthly Attendance and Absenteeism Reports for October/November.
- Enrollment Report for November.
- Program Credit Card Expenditures for December.
- KVCAP Board Program Information Report.

Motion to: Accept and approve the reports as presented.

Motion by: Melinda P.
Seconded: Ryan C.
Vote: AIF

10. 2018 New England Fathering Conference

The 2018 Annual New England Fathering Conference will be held on March 14-16th in Springfield, Massachusetts. Any interested dads should talk with the staff at their site for more information.

11. Parent Activity Funds Requests

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

Requests for Parent Activity Funds:

- a) Educare Full Day - Family/Child Activity Nights (Explore with Me/Art Show); Classroom Connections – provide opportunity to build social connections with other parents and provide education around activities done in the classroom; Family Picnic with a variety of parent/child activities, food and supplies - \$1344.00
- b) Skowhegan Early Head Start – Snack for parents and children while attending meeting about Conscious Discipline - \$-Kitchen to provide

12. Treasurer's Report

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>80.08</u>
Ending Balance	\$	219.92

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Melinda P.

Seconded: Ryan C.

Vote: AIF