

# Policy Council Committee Meeting

## March 15, 2018

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

### 1. Introductions & Roll Call

**Representatives:** Jacksie Witham, Michele Gonya, Melinda Pooler, Kaitlin Taylor, Kelly Clauson, and Carolyn Courtney. **A quorum was present.**

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

**Excused:** Ryan Celli, Samantha Hutchins, Emma Kroemer, and Kelley Dow.

**Absent:** Stacy Pierpont, Christina Gilman, Jolene Brown, and Chelsea Shultz.

### 2. Eligibility, Recruitment, Selection, Enrollment, Attendance Presentation

Kristen Holzinger, Associate Director of Comprehensive Systems, attended the Policy Council meeting to provide an Eligibility, Recruitment, Selection, Enrollment and Attendance training to Council members. New requirements in the Head Start Performance Standards now require that the Policy Council and Board of Directors receive training on these topics within 180 days of our grant award and also again annually. See the presentation on Attachment A.

### 3. School Readiness Plan Presentation

Rhonda Kaiser, Associate Director of the Educare School, attended the Policy Council meeting to provide an overview of KVCAP Child & Family Services' School Readiness Plan and Goals. Rhonda, who is also the program's Education Content Lead, shared a brief video explaining what school readiness is about and powerpoint presentation (Attachment B). She also reviewed the updated School Readiness Plan and Goals with the Council and asked for their feedback. As well, Rhonda shared the ECKLC (Early Childhood Knowledge and Learning Center) website with them as a resource.

Motion to: Accept and approve the School Readiness Plan and Goals and recommend to the KVCAP Board of Directors.

Motion by: Kaitlin T.  
Seconded: Kelly C.  
Vote: AIF

### 4. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 2/15/2018.

Motion by: Kaitlin T.  
Seconded: Kelly C.  
Vote: AIF

### 5. Early Head Start Child Care Partnerships In-Kind Waiver

KVCAP will request a non-federal share (InKind) waiver of \$144,031 as it was unable to meet the 20% match requirement for the 13-month Early Head Start Child Care Partnership grant for the 2016-17 program year. We will continue to explore options for increasing non-federal share contributions for the upcoming grant periods, including space, volunteer and professional services, etc. that will match federal dollars utilized to benefit partner programming, children and families.

Motion to: Accept and approve the In-Kind Waiver for the Early Head Start Child Care Partnership grant.

Motion by: Melinda P.  
Seconded: Kaitlin T.  
Vote: AIF

## 6. **Family Survey Results and Drawing**

The Director of Child & Family Services asked for feedback from Council members regarding the Family Survey results. One suggestion made was for the program to take a peek at both survey's and streamline the questions and assure they are clear to the reader. The Director asked each Council member to review the results in detail over the next month and bring what they thought were some areas of strengthen/areas for opportunity to the April Policy Council meeting.

The winner of the Family Survey drawing, chosen at random, for the \$100 Hannaford gift card is Erica Jason. Congratulations Erica and thank you to all the parents who participated in the survey! We had a 19% return rate for Early/Head Start and 25% return rate for HomeStart and are considering how to increase the return rate next year, by sending the survey out electronically.

## 7. **Policies:**

- a) Confidentiality and Protection of Records – No major changes. Moved language around for better flow. Presented as part of annual review.

Motion to: Accept and approve the Confidentiality and Protection of Records as presented. KVCAP Board of Directors approved on February 28, 2018.

Motion by: Kaitlin T.

Seconded: Melinda P.

Vote: AIF

- b) Bloodborne Pathogens Exposure Control Plan - No major changes presented.

Motion to: Accept and approve the Bloodborne Pathogens Exposure Control Plan as presented and recommend to the KVCAP Board of Directors.

Motion by: Kaitlin T.

Seconded: Melinda P.

Vote: AIF

- c) Recruitment Plan - No major changes presented. A section around marketing through social media has been added.

Motion to: Accept and approve the Recruitment Plan as presented and recommend to the KVCAP Board of Directors.

Motion by: Kaitlin T.

Seconded: Melinda P.

Vote: AIF

- d) School Readiness Plan and Goals – No major changes to the plan. Goals were revised to align with state standards, but will be revised each year based on aggregate child data.

Motion to: Accept and approve the School Readiness Plan and Goals as presented and recommend to the KVCAP Board of Directors.

Motion by: Kaitlin T.

Seconded: Melinda P.

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 January.
- In-Kind Report through February.

- Monthly Attendance and Absenteeism Reports for December/January.
- Enrollment Report for January.
- Program Credit Card Expenditures for February.
- KVCAP Board Program Information Report.

Motion to: Accept and approve the reports as presented.

Motion by: Kelly C.

Seconded: Kaitlin T.

Vote: AIF

## 9. **One Time Funds**

The Director of Child & Family Services shared that a few weeks ago we were notified that the federal government had some One Time funds available to Early Head Start Child Care Partnership grant holders. We were asked to submit a request within 3 days for one-time funds. Our request was for \$133,500 and includes: Outdoor learning environments for family child care and center-based locations; Technology; Indoor materials/equipment and family child care; and Professional development for family child care providers. We were awarded these funds.

Yesterday, we were again notified that there is more one-time funds available and we should submit an additional request if needed. Last year we drafted and printed Maine's Technical Assistance Competencies and the next step would be the Technical Assistance Credential. KVCAP is seeking approval to submit an additional request for one-time funds, in the amount of \$238,000, for the Technical Assistance Credential and Educare Central Maine Lab School.

Because the Board will not meet prior to deadline of next week, KVCAP Chief Executive Officer will seek approval from the President of the Board. The Child & Family Services Director will present at next full meeting.

Motion to: Accept and approve both one-time grant requests as presented.

Motion by: Melinda P.

Seconded: Kaitlin T.

Vote: AIF

## 10. **Tours of Sites**

Council members expressed their interest in visiting other sites at the last meeting. Samantha Hutchins, from St. Albans and Kaitlin Taylor, from Skowhegan Early Head Start brought dates forward to share with Council members that worked for their sites for tours:

- St. Albans: April 2, 2018
- Skowhegan Early Head Start: April 24 or 25, 2018

Jacksie Witham, the Policy Council Chairperson, will be in touch with members who showed interest in carpooling. As a reminder, Policy Council members are always welcome to stop in to any site to see their classroom anytime.

## 11. **Treasurer's Report**

Beginning Balance	\$	300.00
Paid Out	\$	46.20
<b>Ending Balance</b>	<b>\$</b>	<b>253.80</b>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Melinda P.

Seconded: Kaitlin T.

Vote: AIF

# ELIGIBILITY, RECRUITMENT, SELECTION, AND ENROLLMENT: BOARD & PC TRAINING

Spring 2018

KVCAP Child & Family Services

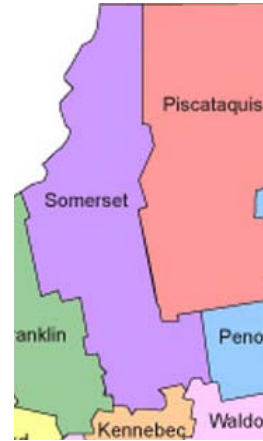
## Head Start Performance Standards

### **1302 Subpart A—Eligibility, Recruitment, Selection, Enrollment, and Attendance**

- [1302.10 Purpose.](#)
- [1302.11 Determining community strengths, needs, and resources](#)
- [1302.12 Determining, verifying, and documenting eligibility](#)
- [1302.13 Recruitment of children](#)
- [1302.14 Selection process](#)
- [1302.15 Enrollment](#)
- [1302.16 Attendance](#)
- [1302.17 Suspension and expulsion](#)
- [1302.18 Fees](#)

## Service Area

- The program service area includes Somerset County and Northern Kennebec County (Albion, Benton, Clinton, Oakland, Unity Plantation, Waterville and Winslow).
- Additional Early Head Start (EHS) enrollment opportunities are available in Piscataquis and Penobscot Counties.



## Recruitment

## Recruitment Goals

- Identify children most in need of EHS and Head Start services, including children who are experiencing homelessness.
- Identify children with suspected and diagnosed disabilities.
- Identify other age-eligible children within the community to support mixed socio-economic groups within designated options.
- Maintain a waiting list to assure vacancies are filled in a timely manner (within 30 days).

## Recruitment Responsibilities

- Family Services and other designated staff members lead year-round recruitment activities that are tailored to meet the needs of each community being served.
- EVERY staff member is responsible for public relations of the program and should recruit eligible children to participate.
- Associate Directors are responsible for public school partnership connections and oversight of local recruitment activities.
- **Policy Council Members are part of the recruitment team. They are responsible for contributing to recruitment plan development and local recruitment outreach.**

## Eligibility

- ### Application Intake
- Staff are available to support application completion, including home visit outreach as needed.
  - An interview is conducted with each prospective EHS/Head Start family to review application materials and family circumstances to accurately assess risk factors.

## The Application Coversheet

- The Application Coversheet serves as a guide for determining eligibility and identifying risk factors.
- This record is critical in assuring our program follows standards and expectations for eligibility determinations.

## Eligibility Categories

- Children may be considered **income eligible** or **categorically eligible** for EHS/Head Start.
- **Income Eligible** means that family income is less than 100% of Federal Poverty Guidelines.
- **Categorically Eligible** means:
  - Child or family receiving public assistance (SSI or TANF/ASPIRE). *Note—this does NOT include SNAP, SSDI or housing vouchers.*
  - Child experiencing homelessness.
  - Child is in foster care.



## Federal Poverty Guidelines

- The guidelines are established each year by the Federal Government.

**2018 Federal Poverty Guidelines**

Persons in Family/Household	Poverty Guideline
1	\$ 12,140
2	\$ 16,460
3	\$ 20,780
4	\$ 25,100
5	\$ 29,420
6	\$ 33,740
7	\$ 38,060
8	\$ 42,380

## Verifying Categorical Eligibility

Eligibility Category	Documentation Required
Homelessness	Homelessness Inquiry Tool
Foster Care	Documentation from DHHS or Court System
Public Assistance	TANF or SSI statement of benefits

## Risk Factors

- Risk factors are identified through the application and interview process.
- Risk factors are used to determine Eligibility Points which guide the selection process.
- The risk factors may be updated at any time to reflect new information for a child or family.

## Risk Factors Examples

### Risk Factors - Child

DHHS Referral for Open Protective (includes Foster Care)

Documented history of Abuse/Neglect

Child has no medical insurance

Child has IEP/IFSP

### Risk Factors-Family

Family is Homeless

Teen Parent

Current or Prior Substance abuse which impacts the child's care/development

## Selection

### Selection Priorities

- Children are selected for **EHS/Head Start slots** using a standardized points system and based upon the following guidelines for prioritizing:
  - 1) Income or categorically eligible for Head Start
  - 2) Children from families with income between 100-130% of FPL (up to 35% total EHS/HS enrollment)
  - 3) Children from families with income above 130% FPL (up to 10% total EHS/HS enrollment)

## Over-Income Head Start Selection Guidelines

- Income 100-130% FPL: May be enrolled up to 35% of total EHS/HS slots only if every effort has been made to recruit and enroll eligible children first.
- Income 130%+ FPL: May be enrolled up to 10% of total EHS/HS slots; requires Associate Director of Business and Information approval.

## Services to Pregnant Women

- Pregnant women are served through a Maine Families service model.
- Maine families and C&FS staff partner to determine family needs and preferences for the unborn child, including the need/desire for EHS and/or child care services.

## Disability Status

- Children with diagnosed disabilities will be prioritized until 10% of enrollment (per federal mandate) is met.
- Once 10% enrollment has been reached, a disability will be considered a risk factor rather than a prioritization factor.

## Community Collaborations

- All public pre-k programs will prioritize 4-year old enrollments, with 3-year-old enrollments following in some locations.
- Community collaborations, child care partnerships and layered funding may it necessary to develop site-specific criteria.
- See *Site Selection Criteria* for specific information about each site and option.

## Site Selection Criteria Examples

KVCAP Head Start and Early Head Start Grant		
Option/Location	Selection Criteria	Enrollment Committee
<b>MSAD #74 Preschool Anson, Solon</b>  <b>A collaboration between Head Start and Public School.</b>	Residents of Anson, (North) New Portland, Embden and Solon prioritized.  <u>School Specific Selection Considerations</u> <ul style="list-style-type: none"> <li>Outreach to surrounding towns for Pre-K enrollment (superintendent/Head Start Director approval required)</li> </ul>	Family Services Coordinator, Principal, Teacher  CDS Case Manager and District Special Education Administrator as needed
<b>Educare Part-Day</b>  <b>A collaboration between Head Start, Public School and Child Development Services (CDS)</b>	Residents of AOS 92 prioritized in the following order: Waterville, Winslow, and Vassalboro (with SKCDC agreement for Head Start enrollments). Additional enrollments from outside the district are considered based on list below.  <u>School Specific Selection Considerations</u> <ul style="list-style-type: none"> <li>3-year-old transfers from Early Head Start</li> <li>Transfers from Educare Full-Day</li> <li>CDS placements (16 slots)</li> <li>3 year-old classroom</li> </ul>	Family Services Coordinator, Master Teacher, Associate Director  CDS Case Managers and Supervisors as needed

Enrollment

## Enrollment Definitions

- *Accepted* means a child has been selected to participate in the program.
- *Enrolled Child* means a child has been accepted and attended one class or received one home visit.

## Vacancies

- FSC's and other designated staff will assure that vacancies are filled in a timely manner, within 30 days.

## Redeterminations

### Redetermination Reasons

- Redetermination of eligibility is required for the following situations:
  - ▣ In preparation for EHS to Head Start transition
  - ▣ Prior to a child's 3<sup>rd</sup> year in Head Start
  - ▣ A redetermination of eligibility may also be appropriate if family circumstances have changed and now may be eligible for EHS/Head Start



# Training and Staff Expectations

## Training Plan

Audience	Training
Eligibility Staff	Within 90 days of hire and within each program year thereafter.
Associate Directors overseeing Enrollment Activities	Within 90 days of hire and within each program year thereafter.
Policy Council and Board of Directors	Within 180 days from the start of each term.

## Policy Violations

- Staff who intentionally violate federal and program eligibility determinations will face disciplinary action, up to and including termination from employment.
  - ▣ See KYCAP Disciplinary Procedures

## Policy Review

This policy will be reviewed annually with consideration of Community Assessment, Program Self-Assessment and programmatic changes to structure and staffing.

## Related Documents

- Application
- Application Coversheet
- Redetermination of Eligibility
- Recruitment Plan
- Homelessness Inquiry Tool
- Care Coordination System
- KVCAP Disciplinary Procedures

# What is School Readiness?

The Office of Head Start (OHS) defines school readiness as children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life.



## Head Start Approach to School Readiness



<https://www.youtube.com/watch?v=f6SecdW4GNM>



Programs must establish school readiness goals that are appropriate for the ages and development of enrolled children in the following domains :

CENTRAL DOMAINS					
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

## Implementing and Measuring Progress Toward School Readiness Goals

- ▶ Implementing and measuring progress toward school readiness goals helps programs individualize for each child and ensure that children know and can do what is needed to be ready for kindergarten- We use Teaching Strategies GOLD
- ▶ Head Start respects parents as their children's primary nurturers, teachers, and advocates, and programs are required to consult with parents in establishing school readiness goals.
- ▶ As children transition to kindergarten, Head Start programs and schools should work together to promote school readiness and engage families.



# Draft of School Readiness Document

*Kennebec Valley Community Action Program  
Child & Family Services  
School Readiness Plan*

*Policy Council Approval: December 20, 2012  
Board of Directors Approval: January 23, 2013*

## School Readiness Goals

### Draft SR Goals

Central Domains	Goal	TSC Assessment Item (Infant/Toddler)	TSC Assessment Item (Preschool)	Additional Strategies/ Data Sources
Approaches to Learning	Children will manage feelings and behaviors with the support of familiar adults, increasing independence over time.	1 (a)	1 (a)	
Social and Emotional Development	Children will develop positive relationships with others.	2 (d)	2 (d)	
Language/Literacy	Children will comprehend and express increasingly complex language. Preschoolers will demonstrate alphabet knowledge and phonemic awareness.	9 (a)	9 (a)	
		N/A	16 (a)	
Cognition	Children will develop an increased understanding of number and quantity. Infants and Toddlers will demonstrate problem solving skills with increased strategies over time. Preschoolers will engage in a process of scientific inquiry.	20 (b)	20 (c)	
		11 (c)	N/A	
		N/A	22 (c)	
Perceptual, Motor & Physical Development	Children will demonstrate increased control, strength and coordination of gross motor skills. Children will demonstrate increased control, strength and coordination of fine motor skills.	4	4	
		7 (a)	7 (a)	

School Readiness Document

Feedback?  
Questions?  
Suggestions?