

Policy Council Committee Meeting

August 16, 2018

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

1. Introductions & Roll Call

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

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

Excused:

Absent: Melinda Pooler, Ryan Celli, Samantha Hutchins, Emma Kroemer, and Chelsea Schultz.

2. Access to Program Information for Parents on Website

Kristen Holzinger, Associate Director of Comprehensive Systems, joined Policy Council to obtain their input on what types of information (policies, etc.) they would like to see on our website. Educare's website currently has a calendar of events where all happenings are grouped. Council members expressed interest in seeing all events program and agency wide in one location on the website. They also shared that having a resources section, which would share apps or sites, such as Vroom or Snap-Ed, would be great!

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 5/15/2018.

Motion by: Kaitlyn T.

Seconded: Carolyn C.

Vote: AIF

4. Policies:

- a) Background Check Process for Personnel and Contracted Partners – Changes to policy reflect the new Head Start Performance Standards requirements around background checks, including state and federal fingerprinting and timeframes, including volunteers.

Motion to: Accept and approve the Background Check Process for Personnel and Contracted Partners as presented. KVCAP Board of Directors approved on June 27, 2018.

Motion by: Kaitlyn T.

Seconded: Kelly C.

Vote: AIF

- b) Short-Term Medical Exclusion Policy – Changes to this policy are reflective of the reference guide, "Managing Infectious Diseases in Child Care and Schools". Reviewed as part of annual review.

Motion to: Accept and approve the Short-Term Medical Exclusion Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Kaitlyn T.

Seconded: Kelly C.

Vote: AIF

7. Reports

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

- a) Budget Report through June.

- b) In-Kind Report through June.
- c) Monthly Attendance, Absenteeism and Enrollment Reports for May/June.
- d) Program Credit Card Expenditures for May and June.
- e) KVCAP Board Program Information Report.
- f) School Readiness Report (Teaching Strategies Gold)

It was also recommended that the program look at the reports and add visuals (graphs, etc.) when possible.

Motion to: Accept and approve the reports as presented.

Motion by: Kaitlyn T.

Seconded: Kelly C.

Vote: AIF

8. Parent Activity Funds

- a) Canaan Preschool – Family Field Day with family obstacle course, healthy snacks, garden planting, walking storybook, and graduation ceremony - \$192
- b) North Elementary – Outdoor family fun day and picnic with take home activities, related to the fun day - \$768
- c) Educare Part-Day/Part-Year – Classroom activities that involve parent and child and will be determined by parents – up to \$600; Annual Picnic/End of Year Celebration – up to \$400; Two Family Activity Nights, Explore with Me and Arts Show – up to \$150.00; Any of the remaining funds not used in the above items will be applied to the End of Year Celebration.
- d) Clinton Preschool – End of Year Celebration with food for families after the program - \$160
- e) Fairfield Preschool – Petting zoo for Family Fun Day in the park (district covers ½ cost) - \$300; T-shirts for children (MSAD #49 Preschool with phone numbers for recruitment purposes - \$450
- f) HomeBased – End of Year event and pizza party. Cooking kits to be given to each family with recipes - \$312

9. Treasurer’s Report

Beginning Balance	\$	300.00
Paid Out	\$	<u>56.32</u>
Ending Balance	\$	243.68

Motion to: Accept Treasurer’s Report and Adjourn.

Motion by: Kaitlyn T.

Seconded: Kelly C.

Vote: AIF