

Policy Council Committee Meeting

December 13, 2018

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

1. Introductions & Roll Call

Representatives: Michele Gonya, Kasey Woodman, Vicki Dodge, Katie Obert, Kelly Clauson, Carolyn Courtney, Richard Yocum, and Emma Kroemer. **A quorum was present.**
Staff: Tracye Fortin, and Jennifer Pare.
Excused: Karina Beadling.

2. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 8/16/2018 and 11/15/2018.
Motion by: Carolyn C.
Seconded: Emma K.
Vote: AIF

3. Policy Council Meeting Schedule

Due to program scheduling conflicts, the **April Policy Council meeting date has been changed to April 25, 2019.** Jenn Pare will send out a new meeting schedule to all Council members.

The Council was reminded that the meeting schedule reflects no September or October Policy Council meetings, as programs are starting a new school year, developing site Parent Committee's, and voting in Policy Council representative's.

4. Policy Council Officer Elections

Reviewed duties of each position in detail. Council members expressed their interest in specific positions and were asked to leave the room while a ballot vote was conducted for each position below:

- ❑ Chairperson – Two members of the Council expressed interest. After two separate ballot votes resulting in a tie, the Council recommended that the Chairperson election get tabled to the January meeting.

Motion to: Approve recommendation to table the Chairperson election to the January meeting.
Motion by: Carolyn C.
Seconded: Emma K.
Vote: AIF

- ❑ Vice-Chairperson – Three parents expressed interest; Emma Kroemer was recommended.

Motion to: Approve recommendation of Emma Kroemer for Vice-Chairperson.
Motion by: Carolyn C.
Seconded: Kelly C.
Vote: AIF

- ❑ Secretary –Katie Obert expressed interest and was recommended.

Motion to: Approve recommendation of Katie Obert for Secretary.
Motion by: Carolyn C.
Seconded: Kelly C.

Vote: AIF

- Treasurer – Two parents expressed interest; Carolyn Courtney was recommended.

Motion to: Approve recommendation of Carolyn Courtney for Treasurer.

Motion by: Kelly C.

Seconded: Emma K.

Vote: AIF

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

5. **Policies**

Policies come before the Policy Council for review; highlighted with any recommended changes.

- Transportation Policy – No major changes. Presented as part of annual review.

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

Motion by: Kelly C.

Seconded: Emma K.

Vote: AIF

- Child Care During Policy Council, Parent Meetings and Parent Events – No major changes. Presented as part of annual review.

Motion to: Accept and approve the Child Care During Policy Council, Parent Meetings and Parent Events as presented. KVCAP Board of Directors approved on October 24, 2018.

Motion by: Kelly C.

Seconded: Emma K.

Vote: AIF

- Impaired Parent Policy – No major changes. Presented as part of annual review.

Motion to: Accept and approve the Impaired Parent Policy as presented. KVCAP Board of Directors approved on October 24, 2018.

Motion by: Kelly C.

Seconded: Emma K.

Vote: AIF

- Family Engagement Activity Funds – No major changes. Presented as part of annual review.

Motion to: Accept and approve the Family Engagement Activity Funds as presented. KVCAP Board of Directors approved on October 24, 2018.

Motion by: Kelly C.

Seconded: Emma K.

Vote: AIF

- Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy – No major changes. Presented as part of annual review. *Note – an Eligibility, Recruitment, Selection, Enrollment, and Attendance training will follow this Winter for both Policy Council and the KVCAP Board of Directors.

Motion to: Accept and approve the Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy as presented. KVCAP Board of Directors approved on September 26, 2018.

Motion by: Kelly C.
Seconded: Emma K.
Vote: AIF

6. Reports

- **Director's Report:** Tracye Fortin, the Assistant Director of Child & Family Services, provided the following updates:
 - Child & Family Services Director Position: After a national search by an outside consultant, a new Director has been chosen for the Child & Family Services Department, since the current Director is retiring. As of January 2nd, Tracye Fortin will be the new Child & Family Services Director.
 - Cost of Living Adjustment (COLA): With the new federal budget that President Trump just signed, it includes an increase of about \$200 million for grantees under the Head Start Act for the fiscal (2018) funding level. For our program, this means an additional 1.77% COLA adjustment. Child & Family Services has a compensation package for health benefits and merit-based performance, which COLA supports each year (when awarded/available), but does not fully cover annual increased costs for benefits and salaries. The Program Instruction from the Administration for Children and Families was handed out at the meeting.
 - Self-Assessments and Strategic Planning: Child & Family Services will be submitting a new 5-year grant application for our federal base grant (due May 31, 2019) and Early Head Start:Child Care Partnerships grants (due April 30, 2019). As part of the process, the program will conduct self-assessments and a Strategic Planning session. Policy Council members are always invited and welcomed to join the Strategic Planning session. We will share more information with the Council once the dates are chosen. Parent Surveys will be distributed in January.
- KVCAP Child & Family Services Program Information Summary Report: Reviewed report in depth, noting that chronic absence percentages appear high.
- Mastercard Report: Reviewed Mastercard report in detail. A recommendation was made for the program to look into grants/donations from Apple for IPADS. Extensive cost comparison occurred to purchase diapers at the most reasonable cost.

Motion to: Accept and approve the reports as presented.
Motion by: Emma K.
Seconded: Carolyn C.
Vote: AIF

7. New England Head Start Conference

Michele Gonya, who is the New England Head Start Maine Parent Rep, recently attended the New England Head Start Association's Winter Conference in Nashua, NH, along with Caron Chase, a Child & Family Services Family Services Coordinator and Tracye Fortin, the Child & Family Services Assistant Director.

The Assistant Director shared key highlights: 1) Governance - will be further reviewed as part of our continued Orientation at our January Policy Council meeting; 2) National trend of early care and education staffing is reaching a near crisis state. Child & Family Services has had some recruitment and turnover challenges, but far below the high national average of approximately 35%. Typically, early childhood educators do not earn the salaries that public school teachers earn. Child & Family Services has worked to increase salaries, keeping above the minimum wage and striving to remain competitive with public schools.

Following a Wage Comparability Study, the Agency's planned Wage Scale Adjustment for Year 2 of a 3-year increase to the scale by \$.75 annually will be effective in January.

Michele gave a quick update to the Council about the conference, stating that it was empowering and encouraged other Council members to think about attending the Spring conference, which will be held in Vermont on April 9-11, 2019. Michele shared that increasing parent engagement was a top focus. Michele also shared some photos she took during the conference. As more information becomes available about the Spring conference, we will share it with Council members.

8. **Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>124.83</u>
Ending Balance	\$	175.17

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Emma K.

Seconded: Kelly C.

Vote: AIF