

Policy Council Committee Meeting

April 25, 2019

Motion to: Open the meeting.
Motion by: Carolyn C.
Seconded: Emma K.
Vote: AIF

1. Introductions & Roll Call

Representatives:

Michele Gonya (Educare Full-Day) (via phone)	Carolyn Courtney (Family Child Care)
Richard Yocum (Skowhegan Early Head Start)	Emma Kroemer (Maine Children's Home)
Amy Witt (Fairfield)	Karina Beadling (Educare Full-Day)
Kelly Clauson (Home Based)	Vicki Dodge (Canaan)
Michael Mosley (Educare Part-Day)	Michelle Humphrey (Community Rep – St. Albans)

A quorum was present.

Excused:

Katie Obert (North Elementary - Skowhegan)

Absent:

Ashley Hebert (Clinton)

Staff:

Tracye Fortin
Jennifer Pare

Visiting Parents:

Erika Bernadini

2. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 3/21/2019.
Motion by: Carolyn C.
Seconded: Karina B.
Vote: AIF

3. 2019-20 Early/Head Start Federal Base Grant

The Policy Council discussed in depth the application for the Early/Head Start Federal Base grant for 2019-2020 (Results of Self Assessments, Community Assessment, Proposed Service Locations, Goals and Objectives, Training and Technical Assistance Plan, Organizational Chart, and Budget, including Cost of Living Adjustment). Staff and Family Surveys were previously reviewed, as was the School Readiness Plan (in Binders). This application is due by May 31, 2019.

Motion to: Accept and approve the Early/Head Start Federal Base Grant for the 2019-2020 program year. The KVCAP Board of Directors approved on April 24, 2019.
Motion by: Richard Y.
Seconded: Kelly C.
Vote: AIF

4. Early Head Start – Child Care Partnership – Round 3

The Child & Family Services Director announced that the program was successful in securing an Early Head Start-Child Care Partnership Grant. The service plan includes partnering with family childcare programs and center-based programs to support elevation of instructional practices, family engagement and comprehensive services to meet or exceed Early Head Start and quality childcare standards. As part of the conditions of the grant, in year one of five, we must complete a health and safety screener at each service

location, as well as, work with the Policy Council Chairperson and Board of Directors President to complete the Governance screener. Results of the health and safety screener were reviewed and the Council discussed the results of the Governance screener. Both documents were certified by the Chairperson.

Motion to: Accept and approve the results of the health and safety screener and governance screener. Both were approved by the KVCAP Board of Directors on April 24, 2019.

Motion by: Michael M.

Seconded: Richard Y.

Vote: AIF

5. **Policy Council ByLaws**

Policy Council reviewed the ByLaws in depth and are recommending the following key changes to the KVCAP Board of Directors:

Section 2 – Community Members:

The Council voted to combine the two Community Rep groups, “Past Parents” and “members with special interest or involvement” into one group, keeping the maximum number of seats at five (5) for this group.

Motion to: Combine the two Community Rep groups “past parents” and “members with special interest or involvement” into one group, leaving the maximum numbers of available seats at five (5) and recommend to the KVCAP Board of Directors.

Motion by: Michelle H.

Seconded: Emma K.

Vote: AIF

Community Representative’s Holding Officer Positions:

There was discussion around whether or not a Community Representative should be able to hold an officer seat. The Council brainstormed several different options but agreed on changing the ByLaws to reflect that one (1) Community Representative may hold an officer seat, as long as they are a past parent.

Motion to: Accept and approve the recommendation of adding the language, “One (1) Community Representative can hold an officer position, as long as they are a past parent” and recommend to the KVCAP Board of Directors.

Motion by: Amy W.

Seconded: Karina B.

Vote: AIF

Policy Council Liaison to the KVCAP Board of Directors:

Council members reviewed Section 4 – Duties of Officers and decided to add an Officer, named Policy Council Liaison to the KVCAP Board of Directors, to better clarify who can hold this seat. This officer position will serve as a voting member on the KVCAP Board of Directors and attend their monthly meetings, in addition to the Policy Council meetings, each month. The purpose is to assure strong channels of communication, a coherent/non-duplicative planning process, and shared decision making between the Policy Council and KVCAP Board of Directors.

Motion to: Accept and approve the recommendation of adding an Officer titled, Policy Council Liaison to the KVCAP Board of Directors into the ByLaws and recommend to the KVCAP Board of Directors.

Motion by: Emma K.

Seconded: Richard Y.

Vote: AIF

Once the vote took place to add the Officer position of Policy Council Liaison to the KVCAP Board of Directors, a motion was made to recommend Michael Mosley, the Educare Part-Day representative, for this position.

Motion to: Accept and approve the recommendation of Michael Mosley, the Educare Part-Day rep, to fill the Policy Council Liaison to the KVCAP Board of Directors and recommend to the KVCAP Board of Directors.

Motion by: Michelle H.

Seconded: Richard Y.

Vote: AIF

Term of Representation:

A recommendation was made for review of the Head Start Performance Standards to detail what the Head Start regulations state for term representation. Tracye Fortin and Jennifer Pare will review and research and provide an update to the Council at the May Policy Council meeting.

6. Policies

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

- Nutrition Policy, Procedures and Guidance – Table to May meeting.

Motion to: Table the Nutrition Policy, Procedures and Guidance to the May meeting. The KVCAP Board of Directors approved this policy on April 24, 2019.

Motion by: Kelly C.

Seconded: Richard Y.

Vote: AIF

7. Reports

Tabled to the May meeting.

Motion to: Table the Reports to the May meeting.

Motion by: Kelly C.

Seconded: Richard Y.

Vote: AIF

8. Proposed June Meeting Date

Policy Council meeting date for June was changed due to staff travel, etc. The June meeting date will be **June 13, 2019 at 5:30 PM at Educare Central Maine.**

Motion to: Accept and approve the recommendation to change the June meeting to June 13, 2019.

Motion by: Emma K.

Seconded: Richard Y.

Vote: AIF

9. New England Head Start Board – Parent Rep for Maine

Michele Gonya shared the New England Head Start Association Board is looking for a Parent Rep for Maine. If any members are interested in this seat, please submit a letter of interest to Jennifer Pare (jenniferp@kvcap.org) by Wednesday, May 1, 2019.

10. Treasurer's Report

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>135.96</u>
Ending Balance	\$	164.04

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Kelly C.

Seconded: Richard Y.

Vote: AIF