

# Policy Council Committee Meeting

## May 23, 2019

Motion to: Open the meeting.  
Motion by: Carolyn Courtney  
Seconded: Richard Yocum  
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)	Katie Obert (North Elementary - Skowhegan)
Amy Witt (Fairfield)	Vicki Dodge (Canaan)
Michael Mosley (Educare Part-Day)	Michelle Humphrey (Community Rep – St. Albans)

**A quorum was present.**

#### **Excused:**

Emma Kroemer (Maine Children's Home)

#### **Absent:**

Ashley Hebert (Clinton)  
Karina Beadling (Educare Full-Day)

#### **Staff:**

Tracye Fortin  
Jennifer Pare

### 2. Presentation by the Child & Family Services Coaches

Jami Pollis and Tammie Davis, Coaches for the Child & Family Services department, joined the Policy Council meeting to talk about their role within the program. They shared an overview of what Coaching is and what supports it provides to teaching staff and provider partners for imbedded professional development and high quality teaching practices.

Emma Kroemer, the Policy Council representative for the Maine Children's Home, had requested the Coaches join a meeting to talk about the work they do supporting staff development. Emma unfortunately couldn't attend the meeting, however, Jami shared that Emma reviewed the information with her prior.

### 3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 4/25/2019.  
Motion by: Richard Yocum  
Seconded: Michael Mosley  
Vote: AIF

### 4. Policies

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

- Nutrition Policy, Procedures and Guidance – Changes include a more comprehensive document, which now includes the procedures and guidance, in addition to the policy.

Motion to: Accept the Nutrition Policy, Procedures and Guidance as presented. The KVCAP Board of Directors approved this policy on April 24, 2019.

Motion by: Michael Mosley  
Seconded: Carolyn Courtney  
Vote: AIF

- Professional Development Policy – Changes reflect streamlined process and language including the Department of Education website for teacher certification.

Motion to: Accept the Professional Development Policy as presented. The KVCAP Board of Directors approved this policy on May 22, 2019.

Motion by: Carolyn Courtney

Seconded: Michael Mosley

Vote: AIF

## 5. Policy Council Bylaws

The Policy Council Bylaws recommended revisions from the last Policy Council meeting were approved by the Board of Directors. Jenn Pare passed out copies for Council members to replace in their binders.

## 6. Reports:

- **Director's Report:** Tracye Fortin, Director of Child & Family Services, provided the following update:
  - Americorps Grant: Child & Family Services is in the process of completing an Americorps grant application. If approved, this 3-year grant, would fund 5 full-time and 10 part-time members who will receive training in child development and training in ACES (Adverse Childhood Experiences). They will be assigned to classrooms as a third person to support smaller group sizes and strengthen supports for children experiencing trauma, one of our program's broad goals. We will also seek some funding for a coordinator. Tracye will let the Council know the outcome as soon as we hear.
  - KVCAP Board Liaison: The KVCAP Board voted in the Michael Mosley as the liaison between Policy Council and the KVCAP Board. Michael will share updates from the Board with Policy Council each month. Congratulations Michael!
- **KVCAP Child & Family Services Program Information Summary Report:** Reviewed report. A recommendation was made to remove acronyms (or add a key to the report).
- **Mastercard Report:** Reviewed report.
- **National Head Start Association Updates:** Michele Gonya shared that she was accepted as the Maine Parent Representative to the National Head Start Association. Congratulations Michele!

Motion to: Accept and approve the reports as presented.

Motion by: Michael Mosley

Seconded: Katie Obert

Vote: AIF

## 7. June Policy Council Meeting Date

A reminder that the June Policy Council meeting date is June 13, 2019. A text/email reminder will go the week of the meeting as a reminder.

## 8. Treasurer's Report

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>121.44</u>
<b>Ending Balance</b>	<b>\$</b>	<b>178.56</b>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Carolyn Courtney

Seconded: Richard Yocum

Vote: AIF