

Policy Council Committee Meeting

June 13, 2019

Motion to: Open the meeting.
Motion by: Carolyn Courtney
Seconded: Emma Kroemer
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)	Vicki Dodge (Canaan)
Karina Beadling (Educare Full-Day)	

A quorum was present.

Excused:

Katie Obert (North Elementary - Skowhegan)
Michelle Humphrey (Community Rep – St. Albans)
Ashley Hebert (Clinton)

Absent:

Michael Mosley (Educare Part-Day)

Staff:

Tracye Fortin
Jennifer Pare

2. **Conscious Discipline Presentation**

Heather Wargo (Infant/Toddler Teacher) and Katlyn Butler (Preschool Teacher) attended Policy Council to talk with members about Conscious Discipline. Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Heather and Katlyn demonstrated techniques/language to assist children in managing stress and behaviors. The techniques can be used in classrooms and at home. More information on Conscious Discipline can be shared with you by staff at your school and also by visiting www.consciousdiscipline.com.

3. **Review/Approval of Meeting Minutes**

Motion to: Accept and approve meeting minutes of 5/23/2019.
Motion by: Emma Kroemer
Seconded: Richard Yocum
Vote: AIF

4. **Policies**

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

- Background Check Process for Personnel and Contracted Partners – No major changes. Revisions include streamlined language.

Motion to: Accept the Background Check Process for Personnel and Contracted Partners as presented and recommend to the KVCAP Board of Directors.

Motion by: Carolyn Courtney
Seconded: Emma Kroemer
Vote: AIF

- Fundraising Policy – Changes reflect new language around parent and staff fundraising, better defining what is or is not considered allowable fundraising.

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

Motion by: Carolyn Courtney

Seconded: Emma Kroemer

Vote: AIF

5. Reports:

- **Director’s Report:** Tracye Fortin, Director of Child & Family Services, provided the following update:
 - Policy Council Term: Tracye received confirmation that a Policy Council representative can remain in their elected position for a 1-year term (November through October of the following year), regardless of any transitions that might occur with their enrolled child.
 - Regional Office Visit: Denise Rao-Monaghan, our new Regional Office Specialist, will be visiting our program in July. She will meet with the Management Team and visit full-day site locations. She will come again in the Fall to visit part-day locations and possibly attend a Policy Council meeting.
 - Community Events: The Community Baby Shower and KVCAP’s Community Day both had wonderful turnouts this year!!
 - Foster Grandparent Program: We recently routed a Memorandum of Understanding with Penquis, who leads and manages this program. They currently have two people who will be deployed as volunteers into our programs.
 - KVCAP Water Street: The KVCAP – Water Street location will be getting an addition to the front of the building, which will house the new reception area. This will help increase security to the building.
 - KVCAP Audit: KVCAP is wrapping up its financial audit and things look very good. Report should be released soon.
- **KVCAP Child & Family Services Program Information Summary Report:** Reviewed report.
- **Mastercard Report:** Reviewed report.
- **National Head Start Association Updates:** Michele received information on how to register with the National Head Start Association’s online system, which she completed recently. Information on their next meeting will be posted soon and Michele will share any updates with us as she has them.

Motion to: Accept and approve the reports as presented.

Motion by: Carolyn Courtney

Seconded: Richard Yocum

Vote: AIF

6. Treasurer’s Report

Beginning Balance	\$	300.00
Paid Out	\$	94.16
Ending Balance	\$	205.84

Motion to: Accept Treasurer’s Report and Adjourn.

Motion by: Emma Kroemer

Seconded: Amy Witt

Vote: AIF