

Policy Council Committee Meeting

December 19, 2019

1. Introductions & Roll Call

Representatives: Erika Bernardini, Michael Mosley, Kelly Clauson, Richard Yocum, Rebekah Collins, Danielle Judkins, and Michele Gonya. **A quorum was present.**

Staff: Tracye Fortin, and Jennifer Pare.

Excused: Kyea Council and Kaitlin Taylor.

Absent: Forest Noke, Mychaela Denbow and Nancy Waugh-Whitmore.



Policy Council Orientation: Welcome new members!!!! Orientation of new Council members occurred. Orientation binders include but are not limited to; By-Laws, Organizational Structure, Program goals, and Personnel Policies. Discussions emphasized Head Start's shared governance structure, meeting formats and how the Council interacts and works with KVCAP's Board of Directors. Code of Conduct reviewed and signed.

2. Meeting Schedule and Formats

The Council reviewed the current meeting schedule and the times we meet; third Thursday's of the month (except for September and October – no meeting unless special business is required). Zoom will be available as a joining option for members who can't attend in person, as an effort to better include representatives from outlying communities with greater distances for travel. On-site staff from respective sites can assist in this process. Meetings follow a consistent format incorporating required business, and also include special topics as led by Content Leads, current happenings, and parent request.

3. Policy Council Community Representatives

The following parents joined Policy Council and requested to be elected as Community Representatives.

Community Representative (Not enrolled in Head Start, but have children enrolled):

- Richard Yocum - representing RSU #74 Solon Preschool
- Rebekah Collins – representing Educare Full-Day, Full-Year
- Danielle Judkins – representing North Elementary Preschool

Community Representative (Past Parents):

- Michele Gonya

Motion to: Approve recommendations for Community Representative's as requested.

Motion by: Michael Mosley

Seconded: Kelly Clauson

Vote: AIF

4. Policy Council Officer Elections

Reviewed duties of each position in detail. Council members expressed their interest in specific positions and if more than one candidate was interested, they were asked to leave the room while a ballot vote was conducted. Thank you for your willingness to perform a leadership role on the Council!

- Chairperson – Michael Mosley

Motion to: Approve recommendation of Michael Mosley for Chairperson

Motion by: Kelly Clauson

Seconded: Erika Bernardini
Vote: 4 Yes; 2 Abstain

- Vice Chairperson – Michele Gonya

Motion to: Approve recommendation of Michele Gonya for Vice Chairperson.
Motion by: Rebekah Collins
Seconded: Danielle Judkins
Vote: AIF

- Treasurer – Table to January meeting.

Motion to: Approve recommendation to table the Treasurer election to the January meeting.
Motion by: Rebekah Collins
Seconded: Kelly Clauson
Vote: AIF

- Secretary – Erika Bernardini

Motion to: Approve recommendation of Erika Bernardini for Secretary.
Motion by:
Seconded:
Vote: AIF

- Policy Council Liaison to the KVCAP Board of Directors – Michael Mosley

Motion to: Approve recommendation of Michael Mosley to continue as Policy Council Liaison to the Board of Directors.
Motion by: Kelly Clauson
Seconded: Richard Yocum
Vote: AIF

5. **Head Start Federal Monitoring Review – Focus Area 1**

Tracye Fortin shared that our Program received its' 60-day notification of the Head Start Federal Monitoring Review – Focus Area 1. She explained that this review will be via phone call meetings throughout the week of January 27th. The Directors Team, Chief Executive Officer, and Acting Chief Financial Officer will primarily participate in these calls. There will be a section on Governance in which a member of the Policy Council and the KVCAP Board of Directors will join. More information will be provided at the January Policy Council meeting.

6. **Treasurer's Report**

Beginning Balance	\$	300.00
Paid Out	\$	72.16
Ending Balance	\$	227.84

Motion to: Accept Treasurer's Report and Adjourn.
Motion by: Rebekah Collins
Seconded: Richard Yocum
Vote: AIF