

# Policy Council Committee Meeting

## January 19, 2021

Motion to: Open the meeting.  
Motion by: Anthony Houghton.  
Seconded: Richard Yocum.  
Vote: AIF

### 1. Introductions & Roll Call

#### **Representatives:**

Michael Mosley (Educare Part-Day)	David Hall (HomeBased)
Ravin Ricker (Fairfield)	Michele Gonya (Community Rep)
Nicole Heath (Educare Full-Day)	Richard Yocum (Community Rep)
Anthony Houghton (North Elementary)	Katy Richardson (Community Rep)
Ashley Hebert (Clinton)	Christine Tarpen (Quimby)
Ada Webb (Mill Stream)	<b>A quorum was present.</b>

#### **Excused:**

#### **Absent:**

Emma Kroemer (Educare Full-Day)

#### **Staff:**

Tracye Fortin, Chief Operating Officer, KVCAP Child & Family Services  
Jennifer Pare, Executive Administrative Assistant

It was noted by Policy Council members that the provision of meals assisted greatly in their ability to juggle home responsibilities and join the Policy Council meeting.

### 1. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 12/15/2020.  
Motion by: David Hall.  
Seconded: Anthony Houghton.  
Vote: AIF

### 2. Program Design & Delivery Overview

Members of the KVCAP Child & Family Services Leadership Team joined Policy Council to share an overview of the options of service offered by our program; Rhonda Kaiser, Program Director of Educare Central Maine, Sarah Lavallee, Program Director of Early Head Start; and Nicole Chaplin, Program Director of Somerset County Region Preschools. Each Program Director provided information on their roles and content areas, different program options, relationships with partners, and quality practices for positive outcomes.

### 3. Child Outcomes Data Presentation

Rhonda Kaiser, Education Content Lead, presented the Child Outcomes Data for the baseline checkpoint. This is the first year utilizing the Desired Results Development Profile (DRDP) online platform. Rhonda shared that report format will be strengthened over time as administrative staff learn more of what the platform offers for reporting. If you are interested in learning more about the developmental continuum, you can visit the following link:

DRDP: <https://www.draccess.org/UnderstandingMeasuresDRDP2015.html>

### 4. Annual Planning Timeline 2020-2021

Reviewed the Annual Planning Timeline with Council members, noting important dates. Family Surveys will go out to all past parents this week. Policy Council members will encourage past families to complete the survey.

Tracye shared that Anne Owens, Program Director for Business & Information, will join Policy Council in February for a Financial Overview presentation. If you would like to learn more about a specific topic, please let Jenn Pare know. Some examples might include: Social/Emotional Health, Physical Health or Nutrition related topics, InKind, ...

Motion to: Approve Annual Planning Timeline as presented and recommend to the KVCAP Board of Directors.

Motion by: Anthony Houghton.

Seconded: Richard Yocum.

Vote: AIF

## 5. Head Start Updates

- National Head Start Association Virtual Conference:  
National Head Start Association held a Parent and Family Engagement Conference in December. Michele shared that it was very different attending a conference virtually. One highlight she shared from the conference is [sesamestreetincommunities.org](http://sesamestreetincommunities.org); a website with lots of different parent topics and some interactive games for children to play.
- New England Head Start Governance Training:  
Due to time constraints, tabled to February meeting.

## 6. Virtual Connections

Michael Mosley requested that each Policy Council representative stay in contact and share what is happening at their sites.

## 7. Reports:

- **KVCAP Board Update:** No December Board meeting.
- **Director Report:** Reviewed attachments.
- **KVCAP Child & Family Services Program Information Summary Report:** Reviewed report in detail. The Federal Poverty Guidelines will be included in the February report.
- **Mastercard Report:** Reviewed report for November and December.

Motion to: Accept and approve the reports as presented.

Motion by: Richard Yocum.

Seconded: Anthony Houghton.

Vote: AIF

## 8. Treasurer's Report

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>0</u>
<b>Ending Balance</b>	<b>\$</b>	<b>300.00</b>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Anthony Houghton.

Seconded: Richard Yocum.

Vote: AIF