

Policy Council Committee Meeting

February 15, 2022

Motion to: Open the meeting
Motion by: Maria Kuntz
Seconded: Jessica Vienneau
Vote: AIF

1. Introductions & Roll Call

Representatives:

Jessica Vienneau (North Elementary)	Ashley MacDonald (Mill Stream)
Lisa Fountain (Fairfield)	Ashley O'Brien (Community Rep)
David Hall (HomeBased)	Michael Mosley (Community Rep)
Glenn Mercier (Community Rep)	Richard Yocum (Community Rep)
Maria Kuntz (Community Rep)	A quorum was present.

Excused:

Mary-Gene Rumery (Educare Full-Day)	Rick Dugal (Educare Full-Day)
Michele Gonya (Community Rep)	

Absent:

Angel Richardson (Educare Part-Day)	Danielle Allen (EHS:CCP Partner)
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Staff:

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

2. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 1/18/2022.
Motion by: Jessica Vienneau
Seconded: Maria Kuntz
Vote: AIF

3. Program Design and Delivery Presentation

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 to further support orientation and knowledge of our many programs; 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 services for positive outcomes.

4. Child Outcomes and School Readiness

Rhonda Kaiser holds the dual role of Head Start Education Content Lead and led discussion with the Council about how our program uses data at the child, classroom, program and Board levels. She also shared information about the program's School Readiness Plan provided in Policy Council Orientation Binders as well as Attachment A1 of the meeting packets. The program's goal is to consistently demonstrate high quality teaching practices to support children's development and school readiness. Rhonda will join an upcoming Council meeting to overview trends in child outcomes and measures in meeting our goal.

5. Family Engagement

Miriam Jacobs, the Family Engagement Manager, shared highlights of the results of the 2021 Parent Survey. This was previously reviewed by Policy Council as part of our COVID conversations. Trends help to inform our program's annual planning. Historically, Child & Family Services conducts a Family Survey near the beginning of the calendar year. The timing of this doesn't allow enough parent/child time in the program for sufficient information from parents for a full or school year of enrollment. Going forward, there was agreement to conduct the annual Family Survey in May to assure parents have more time with the program

in order to provide a more complete experience and response. Miriam asked Council members if they would be interested in joining a focus group to brainstorm/draft questions in the development of a new survey. Council members determined that March 8th at 6:00 PM would work best. Miriam will also extend the invitation to all families in the program for anyone else interested in joining. Each Policy Council member will attempt to secure a parent from their site to join the zoom planning meeting.

6. Reports:

- **KVCAP Board Update:**

- Agency Strategic Planning: KVCAP hired a private consulting firm to facilitate the KVCAP 3-year Strategic Planning process inclusive of community assessment data, employee survey and focus groups, and Board and Management discussion.

- **Child & Family Services Chief Operating Officer Report:**

- Head Start Vaccine Mandate and Impact on Transportation Services and Partnerships: As of January 31st all staff, contractors and partners needed to be vaccinated if any funding or program was related to Head Start. As we know, KVCAP has adopted this policy, updated on Attachment A2 in the meeting packet. Staff with an approved medical exemption have to test weekly. In our public school collaborations, KVCAP has transportation waivers for bus monitors and safety restraints. In two school districts, busing is provided either through school personnel or a 3rd party. School partners cannot guarantee bus driver vaccination compliance at this time. Related, schools are experiencing a significant bus driver shortage. We continue to advocate for vaccinations as we await any further clarification from the Administration for Children and Families. Tracye Fortin has connected with our Head Start Program Specialist and Regional Administrator who have indicated that no immediate decisions need to be made and to continue programming. Tracye shared the Maine Head Start Directors Association sent a letter to the Regional Office explaining the statewide impact it would have on unbundling Head Start/Public School partnerships and losing enrollment of hundreds of eligible preschool children. Tracye will share more information as it becomes available. Decisions could impact where we plan for services for the upcoming program year.

- **KVCAP Child & Family Services Program Information Report Summary:**

- Attendance is increasing as we continue to monitor; 10 more enrollments in January! We have brought on one more EHS:CCP contracted Provider. Potential Change in Scope will be part of our Head Start Strategic Planning conversations with the Council.
- Disabilities percentages have increased, which is expected as we approach mid-year and support the screening, assessment and evaluation process for children through our child observations, family connections, and Child Development Services referrals.
- Highlighted the father/father figure engagement. The program's effort in this is recognized.
- Budget report demonstrated all grants are within expected expenditure ranges.

- **Mastercard Report:** Reviewed report.

Motion to: Accept and approve the reports as presented.

Motion by: Jessica Vienneau

Seconded: Lisa Fountain

Vote: AIF

7. Policy Council Binders/Website

A recommendation was made by David Hall to research turning the current paper version of the Policy Council Orientation binder to a digital version. As well, it was suggested that the current Policy Council website page be revised to include more information about dates of meetings, minutes, and agendas. The program will pursue this direction.

Motion to: Adjourn.

Motion by: Lisa Fountain

Seconded: Richard Yocum

Vote: AIF