

**Policy Council Committee Meeting  
February 21, 2023**

**1. Open Meeting**

Motion to open the meeting  
Motion by: Bryan Deleonard  
Seconded: Kristin Gammon  
Vote: AIF

**2. Roll Call & Attendance**

P=Present A=Absent E=Excused

P - Mary-Gene Rumery (Educare Full-Day)	A - Claire Bartlett (North Elementary)
P - Lynn Bellefleur (SEHS)	E- Ashley Beaulieu (Educare Part-Day)
E - Sarah Talbot (Canaan PreK)	P - Kristen Gammon (HomeBased)
P - Bryan Deleonard (Community Rep WTVL)	E - Tram Martin (EHS-CCP )
E - Derek Levasseur (Educare Full-Day )	A - Rachel Provencher (Community Rep Hartland)
A - Virginia Vincent (Albion)	

A quorum is not present. The Policy Council discussed and determined a vote would be held this evening, and due to the time sensitive issues requiring Board action from Policy Council recommendations, a special meeting would be set up for tomorrow pending availability of absent members.

Others: Mill Stream parent Jessi McGowan joined to observe and consider becoming a member.

**Staff:**

P - Tracye Fortin, Chief Operating Officer, KVCAP Child & Family Services  
P - Miriam Jacobs, Family Engagement Manager

**3. C&FS Program Overview with Directors**

The Program Directors team joined to review services and options, curriculum, and Head Start Content areas, and answered questions. Mary-Gene Rumery was present during the summer annual Child Outcomes summary presentation. Program Directors or Content Leads are available to join meetings for any requested topics. Power Point presentation attached.

**4. Review/Approval Policy Council Meeting Minutes**

Motion to: Accept and approve meeting minutes of 1/17/2023  
Motion by: Bryan Deleonard  
Seconded: Mary-Gene Rumery  
Vote: AIF

**5. Family Engagement**

Mary-Gene Rumery reiterated the benefit of personal connections reaching out to parents potentially interested in becoming Policy Council Members.

**6. ERSEA Training**

Miriam Jacobs provided training on Eligibility, Recruitment, Selection, Enrollment and Attendance and answered questions. Power Point presentation attached.

**7. Reports**

- KVCAP Board Update: Tracye provided Governance training at the January meeting. Derek was in attendance and joined in the discussions.
- Child & Family Services Chief Operating Officer Report
  - Program Information Summary: No questions.

- Federal Head Start/Early Head Start Child Care Partnership Carry Over Request: Tracye Fortin explained the process; unspent dollars primarily due to staff & provider vacancies.
- Head Start Review Letter: Tracye Fortin shared the Focus Area 2 process. Policy Council members will join Policy Council Interview March 7<sup>th</sup>, identifying preferred timing. An opportunity for preparation with members was planned. Will send meetings date links.
- Credit Card Expenditures: No questions.
- Policy Review:
  - ERSEA Policy – reviewed with Miriam Jacobs, overviews recommended changes, particularly to points awarded in prioritizing slots.
  - Transportation Policy – Policy Council members recommended revision for reimbursement to follow quarterly adjustments for consistency.
  - Covid19 Mitigation Policy reviewed – referenced the Information Memorandum previously reviewed last month.
- Health Advisory Committee: Tracye Fortin reminded members of the desire for parents to participate. Minutes provided. Special effort made to contact parent representatives.
- Annual Planning Timeline:
  - Annual Report will be published soon, as finance worked on financial figures.
  - Reminder that Policy Council Officers are encouraged to join the Grant Planning meeting 3/28/23. Data will be reviewed as we plan the Year 5 Continuation Grant. Staffing recruitment and retention priority, as well as enrollment based on community needs and partnerships.

Motion to: Accept and approve the reports as presented.

Motion by: Bryan Deleonard

Seconded: Kristen Gammon

Vote: AIF

## 8. **Treasurer Report**

Beginning Balance: \$200.00

Paid out: \$35.50

Remaining balance: \$164.50

Motion to: Accept the Treasurer's report

Motion By: Kristen Gammon

Seconded: Mary-Gene Rumery

Vote: AIF

## 9. **Adjourn Meeting**

Motion to: Adjourn

Motion By: Bryan Deleonard

Seconded by: Kristen Gammon

Vote: AIF