

# Policy Council Committee Meeting

## November 15, 2022

### 1. Open Meeting

Motion to: Open the meeting.  
Motion by: Derek Levasseur  
Seconded: Bryan Deleonard  
Vote: AIF

### 2. Roll Call & Attendance

#### **Representatives: Present**

Mary-Gene Rumery (Educare Full-Day)  
Derek Levasseur (Educare Full-Day)  
Ashley Beaulieu (Educare Part-Day)  
Sarah Talbot (Canaan Pre-K)  
Kristin Gammon (HomeBased)

Other Parents:

Tram Martin (HomeStart: Happy Days, Winslow)  
Bryan Deleonard (Educare Part-Day, Waterville)

Motion to: Approve Tram Martin as HomeStart Representative  
Motioned: Derek Levasseur  
Seconded: Ashley Beaulieu  
Vote: AIF

Motion to: Approve Bryan Deleonard as Waterville Community Representative.  
Motioned: Derek Levasseur  
Seconded: Sarah Talbot  
Vote: AIF

#### **Absent**

Rachel Provencher (Hartland, Community Representative)

It was noted that MSAD #49 (Fairfield, Clinton, Benton), MSAD #54 (Mill Stream, North Elementary, Early Head Start) and RSU #19 all still need Policy Council representatives.  
Staff and parents will continue efforts to encourage parents to join Policy Council.  
We will further discuss hybrid meetings to include parents virtually as needed.

#### **Staff:**

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

### 3. Orientation – Welcome to Policy Council

- All members were provided a Policy Council Orientation binder. Tracye Fortin and Mary Gene Rumery provided highlights in a Power Point presentation.
- Monthly meetings have standing agenda items, as well as opportunities for focused discussion on a topic of interest. Ashley Beaulieu would like to see the School Readiness Report presentation this year. Tracye will add this to our working calendar.
- Federal Head Start conducts an on-site Focus Area 2 Monitoring Review every five years. KVCAP is due for our review and we will discuss the process in more detail at a future meeting.
- Policy Council members reviewed. No changes were noted and members signed Policy Council Code of Conduct.
- Reviewed the calendar of meetings. Day and time work well at this time.  
Motion to: Add September meeting to schedule.  
Motioned: Derek Levasseur

Seconded: Ashley Beaulieu

Vote: AIF

Further discussion.

Motion to: Add monthly meetings throughout the year and update Bylaws.

Motioned: Mary-Gene Rumery

Seconded: Bryan Deleonard

Vote: AIF

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

Motion to: Accept and approve meeting minutes of 8/16/2022.

Motion by: Bryan Deleonard

Seconded: Derek Levasseur

Vote: AIF

5. **Family Engagement**

Miriam Jacobs explained local Parent Committees and family engagement. Parents work with site staff to plan and parents vote how they want to spend their budget. This is shared with Policy Council for awareness.

6. **Reports:**

**KVCAP Board Update:**

- The KVCAP Annual Meeting is tomorrow and includes a new slate of Officers.

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

- We did receive formal notice of our Head Start funding award from our base grant applications.
- EHS-CCP Partnership Update – A contracted provider moved to Waldo County. The provider typically enrolls several children with special needs. This required permission to serve by the Head Start agency in that county as well as a Change in Scope authorization by our Head Start Regional Office received.
- Information Memorandums –
  - The theme of the Office of Head Start direction is Work Force Crisis; pay teachers more in order to hire and keep staff.
  - Child Health & Safety incidents are increasing with children demonstrating increased behaviors and newer staff with less experience. Reporting requirements have tightened, both in Head Start and in state Child Care Licensing.
  - Mastercard Report reviewed.

Motion to: Accept and approve the reports as presented.

Motion by: Bryan Deleonard

Seconded: Ashley Beaulieu

Vote: AIF

7. **Treasurer's Report**

Starting balance: \$200.00

Expenditures: \$61.36

Ending balance: \$138.64

Motion to: Approve report as presented.

Motion by: Derek Levasseur

Seconded: Tram Martin

Vote: AIF

8. **Adjourn Meeting**

Motion to: Adjourn.

Motion by: Derek Levasseur

Seconded: Bryan Deleonard

Vote: AIF