

Policy Council Committee Meeting

March 21, 2023

1. Open Meeting

Motion to: Open the meeting.

Motion by: Bryan

Seconded: Tram

Vote: AIF

2. Roll Call & Attendance

P = Present A = Absent E = Excused

Representatives:

P Mary-Gene Rumery (Educare Full-Day)

A Lynn Bellefleur (SEHS)

P Sarah Talbot (Canaan Pre K)

P Bryan Deleonard (Community Rep
Waterville)

P Ashley Beaulieu (Educare Part-Day)

P Kristen Gammon (HomeBased)

P Tram Martin (EHS-CCP)

P Jessi McGowan (Mill Stream)

A Rachel Provencher (Community Rep Hartland)

A Virginia Vincent (Albion)

Others:

Derek Levasseur (Educare Full-Day) resigned. He moved out of state.

Claire Bartlett (North Elementary) resigned.

Miriam follows up with sites regarding attendance. Will check on members with 2 absences. Then we will connect with Sarah Talbot, Secretary, regarding letters from Policy Council.

Jessi was welcomed to the Council. Miriam provided her a binder. Mary-Gene will provide further Orientation.

Staff:

P Tracye Fortin, Chief Operating Officer, KVCAP Child & Family Services

P Miriam Jacobs, Family Engagement Manager

3. KVCAP Policy Council Liaison

Mary-Gene expressed her interest in holding the position of Liaison. A recommendation would be reviewed by the KVCAP Board of Directors after reviewing the membership application. Tracye will follow up regarding the process.

Motion by: Bryan

Seconded: Tram

Vote: AIF

4. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 2/21/2023 and 2/22/2023 (special meeting for quorum), as revised; change U-unexcused to A-absent, correct the spelling of Jessi and Kristen.

Motion by: Bryan

Seconded: Tram

Vote: AIF

5. Family Engagement

- Family Survey Synopsis 2022 -reviewed many positive highlights, emphasizing that parents reported trust of staff and comfort recommending the program to others. 'Word of Mouth' is the primary recruitment strategy. Parent voice in supporting enrollment is very important. We will continue strategies to engage parents in Parent Committees and connections with other parents. Bryan pointed out a few areas where the % did not equal 100%.

- It was agreed that parents would again join Miriam to draft questions for the 2023 Family Survey. HSGTA (Head Start Goes to Augusta) will be held April 5, 2023 as an Early Childhood Education Day for a broader focus during the national Week of the Young Child. Parents will be joining to attend. Each site is sending out flyers. Registration is requested.
- Head Start Goes to the Park is planned across from the state house in late May. More details to come.

6. **Reports:**

- **KVCAP Board:**

- ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) training provided.
- Recommended policies were approved.
- Carry-over funds for 202202023 were approved.

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

- Child & Family Services Program Information Summary Report – no questions
- Federal HS/EHS, EHS:CCP Funding Guidance Letters – Tracye shared that the COLA (Cost of Living Adjustment) for staff does not account for the increased costs in program operations.
- Credit Card Expenditures – review prompted a question about the Father Conference. The Policy Council requested an overview at the April PC meeting. Miriam will coordinate this.
- Community Assessment – Maine Community Action Partners utilized a consultant to provide assessment data for Maine as well as by county. Top areas of need: Housing, Childcare, Transportation. The workforce issue is directly related to child care needs.
- Program Self-Assessment – Enrollment and Staffing are the top two areas of need and focus for the program. We will discuss in more detail next month as we review the Head Start Continuation grant preparation and begin to lay the groundwork for the following year which will be the 1st year of a 5yr grant application.
- Tracye provided a reminder that the Policy Council Executive Committee has an upcoming meeting schedules with Program Directors for Continuation Grant planning.

Motion to: Accept and approve the reports as presented.

Motion by: Tram

Seconded: Jessi

Vote: AIF

7. **Discussed key points to share with Parent Groups:**

- Fatherhood Efforts
- Parent Survey Results
- HSGTA

8. **Treasurer's Report**

Beginning balance: \$200.00

Paid Out: \$54.50

Remaining Balance: \$145.50

Motion to: Accept and approve Treasurer's Report.

Motion by: Kristen

Seconded: Jessi

Vote: AIF

9. **Adjourn Meeting**

Motion to: Adjourn.

Motion by: Bryan

Seconded: Jessi

Vote: AIF