

# Policy Council Committee Meeting

## June 20, 2023

### 1. Open Meeting

Motion to: Open the meeting.

Motion by: Bryan Deleonard

Seconded: Jessi McGowan

Vote: AIF

### 2. Roll Call & Attendance

**P=Present      A=Absent      E=Excused**

#### **Representatives:**

P Mary-Gene Rumery (Educare Full-Day)

P Kristen Gammon (HomeBased)

P Ashley Beaulieu (Educare Part-Day)

P Bryan Deleonard (Community Rep  
Waterville)

P Rick Dugal (Educare Full-Day)

E Tram Martin (EHS-CCP)\*

P Jessi McGowan (Mill Stream)

\*Miriam Jacobs followed up with Tram on absences. She hopes to join next meeting.

**Others:** Angie Nightingale,  
HomeStart Coordinator

#### **Staff:**

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

P Miriam Jacobs, Family Engagement Manager

P Kristin Ludwig, B&I Staff

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

Motion to: Accept and approve meeting minutes of 5/16/2023.

Motion by: Ashley Beaulieu

Seconded: Rick Dugal

Vote: AIF

### 4. Personnel Attraction & Retention

A list of personnel attraction/retention efforts was provided as requested from the Policy Council last month, as we continue to tackle the early childhood workforce challenge. Examples include payment of health insurance premiums throughout Covid, wage scale adjustments, mental health supports, \$200 per month state stipends to all Child & Family Services staff, and several appreciation efforts. Angie Nightingale joined to share her experience working for Head Start, citing support from supervisors, schedule flexibility, professional development supports and career ladder advancement. Rick asked about staff satisfaction surveys. These have been done in the past as well as staff focus groups. Educare has an annual survey as part of the national evaluation project. Tracye will discuss staff surveys with the KVCAP Agency leadership to coordinate if any other surveys may be under consideration. Parent recruitment support discussion included radio ads, and Rick offered assistance. We will revisit the parent video testimonies at the next Policy Council meeting.

### 5. Family Engagement

- Family Survey Results & Drawing for Gift Certificates

Family Survey results were shared and 10 names were drawn for the gift certificates.

- Fall Enrollment/Recruitment

Enrollment/recruitment efforts are ongoing. Staff have attended several events and manned tables. They will continue to do so throughout the summer and into the fall. Materials such as brochures, flyers, postcards and bookmarks are available as well as specific event items like journals, pens, and books for the upcoming Skowhegan Baby Shower. Policy Council members will each receive a

branded backpack with handouts they can use to help promote programs. Social Media and advertisements in local publications also promote enrollment. A targeted mailing was suggested. Currently recruiting 4-year-olds for preschools and placing 3-year-olds on wait lists. Some Somerset preschool locations are doing well with recruitment for fall. Educare part-day preschool has quite a few openings, typical August enrollment. Albion is considering leaving MSAD 49 which will affect how many openings we have in that school/district in the future. All staff are prioritizing enrollment as the expectation is to be fully enrolled in September. Parent referrals is the best method of recruitment as we are informed through our parent surveys - Word of Mouth.

## 6. **Reports:**

### ○ **KVCAP Board Update:**

Mary-Gene Rumery was voted in as the Policy Council Liaison to the KVCAP Board of Directors. She will attend an orientation prior to the Board meeting next week. This is an excellent connection in the Head Start governance structure.

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

- Child & Family Services Program Information Summary Report  
Report was shared.
- Credit Card Expenditures  
Report was shared. Mary-Gene Rumery asked about a \$755 charge at Cumberland Farms. This was for gas cards for substitute aides. They do not receive the additional monthly state stipend.  
Head Start Monitoring Review Results  
Results were shared. There were no findings. Formal report provided.
- Health Services Advisory Committee Meeting Minutes  
Minutes were shared. Policy Council members or other interested parents were encouraged to attend the next meeting to provide a parent voice. Next meeting is in September, the date to be determined.

Motion to: Accept and approve the reports as presented.

Motion by: Ashley Beaulieu

Seconded: Kristen Gammon

Vote: AIF

## 7. **Meeting Highlights**

- The program has provided many staff appreciation efforts.
- Policy Council will have recruitment materials to share and will encourage all parents to please help recruit families.

## 8. **Treasurer's Report**

Start: \$200.00

Paid out: \$36.40

Balance: \$163.60

Motion to: Accept and approve the report as presented.

Motion by: Kristen Gammon

Seconded: Rick Dugal

Vote: AIF

## 9. **Adjourn Meeting**

Motion to: Adjourn.

Motion by: Rick Dugal

Seconded: Jessi McGowan

Vote: AIF