

# Policy Council Committee Meeting Minutes

November 14<sup>th</sup>, 2023

5:30 PM – 7:30 PM

## 1. Open Meeting

Motion to: Rick  
Motion by: Alexis  
Seconded: Bryan  
Vote: AIF

## 2. Roll Call & Attendance

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

### Representatives:

|  |  |
|--|--|
| <b>P</b> Mary-Gene Rumery (Educare Full-Day)                     | <b>P</b> Rick Dugal (Educare Full-Day)                     |
| <b>P</b> Kristen Gammon (Officer)                                | <b>P</b> Bryan Deleonard (Officer)                         |
| <b>P</b> Ashley Beaulieu (Educare Part-Day)<br>(joined via Zoom) | <b>P</b> Alexis Knox - (Skowhegan EHS)                     |
| <b>E</b> Jessica Parlin – (Home Based)                           | <b>E</b> Kristeena Guess – (Skowhegan North<br>Elementary) |

### Staff:

**P** Tracye Fortin, Chief Operating Officer, KVCAP Child & Family Services  
**P** Miriam Jacobs, Family Engagement Manager  
**P** Cathy Michaud, Administrative Assistant  
**P** Sarah Lavallee, Director of Operations

## 3. Policy Council Community Representative Elections

The following parents were elected in as Community Representatives:

1. **P** Michelle Humphrey – Hartland
2. **P** Ryan Riopell – Albion
3. **P** Ryan Savery – Albion
4. **P** Kristen Gammon – Waterville
5. **P** Bryan Deleonard - Waterville

Motion to: Elect all interested Community Members  
Motion by: Mary-Gene  
Seconded: Ashley  
Vote: AIF

## 4. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 10/17/2023  
Motion by: Ryan S.  
Seconded: Michelle  
Vote: AIF

## 5. Policy Council Orientation

A power point presentation of Policy Council was overviewed by Tracye, Miriam and Mary Gene. Information binders provided; these are an excellent resource for monthly meetings. Thank you, Mary Gene, for attending some Parent Committee meetings to promote Policy Council. Newly seated members recommended a change in the meeting schedule.

Motion to: Accept and approve Meetings change to 2<sup>nd</sup> Tuesday of each month, beginning January 9, 2024  
Motion by: Ryan S.  
Seconded: Bryan  
Vote: AIF

Motion to: Accept and approve December's Meeting to be changed to **Monday** December 11, 2023

Motion by: Rick

Seconded: Kristen

Vote: AIF

## 6. Reports

### a. KVCAP Board Update

1. Mary Gene shared the KVCAP DEIA (Diversity, Equity, Inclusion, Anti-Bias) committee reviewed survey results and Agency Day included a training on Generational differences.
2. Skowhegan's new elementary school construction committee has secured nearly \$3 million for the early childhood wing!

### b. Child & Family Services Chief Operating Officer Report

1. Credit Card Expenditures
2. Program Information Summary Report
  - Enrollment numbers are still low; Enrollment Plan Letters have been issued to 77% of Head Start programs. Ryan S. discussed the Albion public school building closing and how the children will be affected. Michelle shared her prior parent advocacy in Hartland. Transportation is a barrier. We will further discuss service locations in upcoming meetings.
3. New England Head Start Association Conference
  - Mary Gene will attend. Please let Miriam or Cathy know if you are interested in attending, all expenses are covered, including childcare needs. It has a strong leadership parent track.

Motion to: Accept and approve the reports as presented

Motion by: Kristen

Seconded: Rick

Vote: AIF

## 7. Meeting Highlights

- Welcomed new members. Still recruiting to fill all Policy Council Member seats.
- Continue recruiting children!
- 2024 Policy Council Meetings set; December's meeting changed to 12/11 to accommodate schedules.
- New England Head Start Association Conference is scheduled for December 5-6 in Nashua, New Hampshire; spaces are available for parents who would like to attend (all expenses paid).

## 8. Treasurer's Report

Motion to: Accept and approve Treasurer's Report - \$200 beginning balance, \$46.80 paid out, \$153.20 remaining balance

Motion by: Bryan

Seconded: Alexis

Vote: AIF

## 9. Adjourn

Motion to: Adjourn meeting

Motion by: Rick

Seconded: Alexis

Vote: AIF

*Reminder that the next Policy Council Meeting will be held on Monday, December 11th*