

Policy Council Committee Meeting Minutes

January 16th, 2024

5:30 PM – 7:30 PM (via Zoom)

1. Open Meeting

Motion to: Open Meeting
Motion by: Ryan S.
Seconded: Alexis
Vote: AIF

2. Roll Call & Attendance

P=Present A=Absent E=Excused Z=Zoom

Representatives:

Z Mary-Gene Rumery (Educare Full-Day)	Z Rick Dugal (Educare Full-Day)
Z Kristen Gammon (Officer)	Z Bryan Deleonard (Officer)
Z Ashley Beaulieu (Educare Part-Day)	Z Alexis Knox - (Skowhegan EHS)
Z Jessica Parlin (Home Based)	E Kristeena Guess – (Skowhegan North Elementary)
Z Ryan Savery (Albion)	Z Ryan Riopell (Albion)
A Angel Robinson (EHS: CCP)	A Adrianna DeShiro (Canaan)

Staff:

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

3. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 12/11/2023
Motion by: Ryan S.
Seconded: Alexis
Vote: AIF

4. Family Engagement

- a. Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) – Miriam conducted the annual, required ERSEA training. Recommendations for ERSEA Policy revisions in Section 5, b. 3., weighting service families; military and AmeriCorps, and incarcerated parents.

Motion to: Approve ERSEA Policy with additional revisions
Motion by: Ryan S.
Seconded: Alexis
Vote: AIF

- b. Transportation – Skowhegan and Waterville preschool partner programs are participating in a new KVCAP Transportation program, where the parent schedules a ride 24 hours in advance, the child is brought to/from school, with the parent being present. This is not a Head Start funded service.
- c. New England Fatherhood Conference – A Fatherhood Conference is being held in Newport, RI March 20 – 22, 2024. Please contact Miriam by Friday, January 18th if you are a Dad interested in joining this Conference. Bryan expressed interest. Others are also welcome. All costs are covered by Head Start.
- d. Sledding Event Reminder (January 20th 2-3:30) - Flyer will be sent out to Policy Council Members.

5. Reports

- a. KVCAP Board Update – no meeting held.
- b. Child & Family Services Chief Operating Officer Report
 1. Credit Card Expenditures – Tracye highlighted the \$850 substitute scheduling program. This will support our strong workforce entry efforts and substitutes are a critical part.
 2. Program Information Summary Report
 - Attendance percentages remain strong. Health percentages impacted by challenges in getting to the dentist. Efforts to improve this include on-site dental clinics in the spring.

- Under Enrollment Plan review with noted progress monthly. Recruitment is ongoing and community partners are interested in increased service.

Motion to: Accept and approve the reports as presented with any and all changes

Motion by: Bryan

Seconded: Rick

Vote: AIF

3. Policy and Procedure Review

- Code of Conduct: Technology Policy and Suspected Child Abuse and Neglect Policy were added into the Code of Conduct for annual staff review and signatures.
- Suspected Child Abuse and Neglect Policy – Clarifications added regarding child photographs with classroom cell phones.
- Community Complaint Policy / Procedure – No changes recommended. Annual review required. Internal Dispute Resolution Policy – No changes recommended. Annual review required.

Motion to: Accept and approve the above four policies as presented with any and all changes

Motion by: Bryan

Seconded: Rick

Vote: AIF

4. Head Start Director Role – Tracye reviewed a structure shift for Head Start; promoting Sarah Lavallee to the Head Start Director role, with a transition of Policy Council duties over the next several months. Mary-Gene commended Tracye's guidance and Sarah's knowledge.

Motion to: Accept the change of the Head Start Director Role

Motion by: Bryan

Seconded: Kristen

Vote: AIF

5. Status of collection of Federal Head Start Performance Standard Proposed Changes – Sarah to email a summary and links to the Policy Council for input.
6. Change of Scope – Reviewed data / trends / community needs that guide our direction for the future. Discussed that approvals for Change in Scope Plans will be needed from Policy Council and KVCAP Board in February before sending to the Regional Head Start office by the end of February. The Regional Office indicated our initial draft is supported by our stated rationale. Any approved changes in service would be effective September 1, 2024, not disrupting current enrollees.
7. Annual Planning Timeline (Draft) – The Annual Timeline of key activities was presented for review.

Motion to: Accept and approve the reports as presented with any and all changes

Motion by: Bryan

Seconded: Rick

Vote: AIF

6. Meeting Highlights

- The ERSEA training and recommendations for change
- The March 22-24 Fatherhood Conference in Rhode Island
- The need for supporting PreK with Transportation needs, discussed advocacy within school districts

7. Treasurer's Report (Zoom meeting due to inclement weather, no funds dispersed)

Motion to: Accept and approve Treasurer's Report as presented

Motion by: n/a

Seconded: n/a

Vote: n/a

8. Adjourn – with appreciation for the shift to a Zoom meeting due to the snowstorm!

Motion to: Adjourn the meeting

Motion by: Rick

Seconded: Bryan

Vote: AIF