

# Policy Council Committee Meeting Minutes

February 13th, 2024

5:30 PM – 7:30 PM

## 1. Open Meeting

Motion to: Mary-Gene

Motion by: Rick

Seconded: Ryan

Vote: AIF

## 2. Roll Call & Attendance

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

### Representatives:

P Mary-Gene Rumery (Educare Full-Day)

P Kristen Gammon (Officer)

E Ashley Beaulieu (Educare Part-Day)

Z Jessica Parlin (Home Based)

P Ryan Savery (Albion)

**A** Angel Robinson (EHS: CCP)

P Rick Dugal (Educare Full-Day)

P Bryan Deleonard (Officer)

E Alexis Knox - (Skowhegan EHS)

P Kristeena Guess – (Skowhegan North Elementary)

P Ryan Riopell (Albion)

**A** Adrianna DeShiro (Canaan)

### Staff:

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

Miriam Jacobs, Family Engagement Manager

Sarah Lavallee, Head Start Director

Welcome to Kristeena Guess and introductions were made. Mary-Gene will meet with her to provide a Policy Council Orientation.

## 3. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 1/16/2024

Motion by: Ryan S

Seconded: Bryan

Vote: AIF

## 4. Family Engagement

- a. State Head Start Events are planned for March 21<sup>st</sup> - Early Childhood Day, and May 10<sup>th</sup> - Head Start Goes to the Park. Parents are encouraged to attend and share their thoughts on early care and education and Head Start.
- b. Annual Family Survey suggestions are welcome. Miriam will email Policy Council members to review and offer suggestions. Mary-Gene emphasized the role of Policy Council representatives to encourage parents to complete the survey. Incentives will be provided. Parent Voice Matters!
- c. New England Fatherhood Conference – three fathers and one staff member will attend. We look forward to their report back.

## 5. Reports

- a. KVCAP Board Update: Mary-Gene shared that KVCAP continues to work on housing projects, highlighting the historical nature of the Skowhegan (former KVCAP) building. HEAP applications are exceeding the need, with scheduling months out. There were some questions about the shift to on demand transportation and the 3-day prescheduling wait. The Policy Council requested further conversation with a transportation representative to discuss strategies to barriers.
- b. Child & Family Services Head Start Director Report
  1. Credit Card Expenditures – Sarah emphasized the Substitute Gas Card financial support. Mary-Gene and Rick highlighted the dental partnership focus this month. Bryan asked about Parent Ambassador pens and the explanation is that they are purchased for marketing.

2. Program Information Summary Report: Sarah highlighted or responded to several areas:
  - Under Enrollment Plans reviewed to highlight our actions toward achieving 97% expected enrollment.
  - Health is the greatest reason for absences. Attendance is strong, even with increased illnesses.
  - Transportation needs highlighted by many Policy Members. Praise for MSAD #54 in their investment to provide preschool bussing beginning fall 2024 school year.
  - In-Kind is primarily captured through the partner space costs provided to Head Start to operate the program. It is collected/recorded at the end of the school year.
3. Motion to: Apply for One-Time Health & Safety Grant to complete the Educare flooring replacement reviewed.  
Motion: Ryan S.  
Second: Ryan R.  
Vote: AIF
4. New England Head Start Association Parent Representative: Mary-Gene previously expressed her interest in the Maine Parent Representative role after attending the NEHSA conference in Nashua, feeling passion to do more. She was voted in by the Maine Head Start Director's Association. Congratulations, Mary-Gene!
5. State Head Start Funding Increase: current funding is focused on infants and toddlers with various risk factors. New funding extended to preschoolers. Will focus new funds on extended day in MSAD#54.
6. Enrollment Plan Update: will be adding Head Start into our planning after letter received.
7. Change in Scope: Mary-Gene reminded Policy Council members of confidentiality. Tracye provided the history and overview of the Change in Scope planning process. Sarah reviewed a presentation with data and recommendations from the program and Policy Council Officers.

Motion to: Accept and approve the reports as presented, including the Change in Scope recommendations for Early/Head Start and Early Head Start-Child Care Partnership

Motion by: Rick  
Seconded: Ryan  
Vote: AIF

## 6. Meeting Highlights

- Head Start Events.
- Skowhegan school will provide preschool bussing.
- Be looking for the annual Family Survey to complete.

## 7. Treasurer's Report

Motion to: Accept and approve Treasurer's Report - \$200 beginning balance, \$54.08 paid out, \$145.92 remaining balance (*correction regarding Treasurer's Report: \$5.20 was put into an envelope for Rick Dugal's mileage reimbursement (Rick left the meeting before reimbursements were handed out). Cathy sent an email to Rick on 2/15/2024 and he asked to change it to "In Kind" instead of "reimburse". \$5.20 was added back into the Petty Cash. The corrected total amount paid out is \$48.88, with a remaining balance of \$151.12.*)

Motion by: Rick  
Seconded: Ryan  
Vote: AIF

## 8. Adjourn

Motion to: Adjourn the meeting  
Motion by: Rick  
Seconded: Ryan  
Vote: AIF

