

# Policy Council Committee Meeting Minutes

March 12th, 2024

5:30 PM – 7:30 PM

## 1. Open Meeting

Motion to: Open Meeting

Motion by: Mary-Gene

Seconded: Rick

Vote: AIF

## 2. Roll Call & Attendance

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

A reminder was given to notify Cathy of any childcare needs for PC meetings by Monday so staffing for childcare and meals can be planned for each Tuesday's Policy Council meeting. Thank you!

### Representatives:

**P** Mary-Gene Rumery (Educare Full-Day)

**P** Kristen Gammon (Community Rep)

**E** Ashley Beaulieu (Educare Part-Day)

**P** Ryan Savery (Community Rep/Albion)

**P** Ryan Riopell (Community Rep/Albion)

**P** Rick Dugal (Educare Full-Day)

**P** Bryan Deleonard (Community Rep)

**Z** Alexis Knox - (Skowhegan EHS)

**E** Kristeena Guess – (SAD54: North Elementary)

### Staff:

**P** Sarah Lavallee, Head Start Director

**P** Miriam Jacobs, Family Engagement Manager

**P** Cathy Michaud, Executive Assistant

## 3. Review/Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 2/13/2024.

Motion by: Rick

Seconded: Bryan

Vote: AIF

## 4. Family Engagement

- a. Family Activity / Engagement Funds – Miriam gave a reminder that every site is allotted \$12.00 per child for engagement funds to go towards activities and events at the site/classroom. Voice your ideas locally for activities!
- b. Family Survey – Programmatic questions look good. Rick had concerns regarding one section focused on family status/achievements. A question arose about whether or not the information gathered is for reporting to any funding source. Sarah and Miriam will review and report back on this next month.
- c. Head Start goes to the park – This event is coming up on May 10<sup>th</sup>. It would be great to have PC member participation! Miriam will send the official invite once she receives it.
- d. Recruitment Incentives – Goal to get applications in earlier this year. Discussed incentives/drawings for families who submit early applications for their child's enrollment. There was support for this effort. Conversation regarding other recruitment efforts, including a recommendation to invite the radio during local events. We will continue to assess marketing efforts and better track their success, looking at application submission rates following events. Incentive ideas were also brought forward from PC members for staff recruitment, including monetary incentives, gas cards, and additional PTO. KVCAP as an agency continues to discuss recruitment/retention strategies, with competitive staff wages and benefits package a primary focus.

## 5. Reports

- a. KVCAP Board Update: Mary-Gene shared that there have been some minor changes in the benefits package for KVCAP employees, with a 4% increase for employee only health insurance. Program budgets will be accessed to minimize other cost increases to staff. The Board received their annual Governance Training, and the Change in Scope for both grants was a topic of discussion during the Board Meeting.

b. Child & Family Services Head Start Director Report:

1. Credit Card Expenditures: A charge for a Marketing purchase (canvas bags) was discussed, and how to track the return on investment, with several suggestions given on how this could be done, i.e. unique QR codes used for each event. More discussion to occur on this topic.
2. Program Information Summary Report: Sarah discussed the PIR Reports in full detail, with no questions asked.
3. Grant Timelines: Grant prep in process, with finalization and submission by May 31st. We will write our grants assuming the Change in Scope plans have been approved.
4. Enrollment Plans: Working on program plans to meet the requirement to be fully enrolled (97% or higher). Plans reviewed regularly with updates sent to the Head Start Regional Office each month.
5. Change in Scope: Review is occurring at the Head Start Regional Office, approval can take up to 60 – 90 days. An extended discussion was had regarding the ramifications of the Change in Scope, specifically with the impacts to SAD49. A few of the parents expressed their concerns regarding this change, the overall communication, and the impacts to their families. Discussion around the budget, and communication timing to partners and staff, with recommendations for advocacy locally within SAD49 for the continuation of public PreK.

c. Copies of KVCAP's 2023 Annual Report were shared.

Motion to: Accept and approve the reports as presented.

Motion by: Rick

Seconded: Ryan

Vote: AIF

An additional conversation occurred regarding a carryover request for the EHS-CCP grant, with a summary of planned expenditures for a total of \$574,482.

Motion to: Accept and approve carryover plan of EHS-CCP funds in the amount of \$574,482.

Motion by: Rick

Seconded: Kristen

Vote: AIF

\*An additional request for Early/Head Start Carryover approval in the amount of \$245,569 was sent on March 21, 2024. Written approval was received from 2/3 vote from the following Policy Council members: Rick Dugal, Mary-Gene Rumery, Ashley Beaulieu, Kristen Gammon, Ryan Riopell, Kristeena Guess and Alexis Knox.

A Signature of Approvals for both Carryover requests was sent to Mary-Gene via SignNow and received on March 27<sup>th</sup>, 2024.

6. **Meeting Highlights**

- Head Start goes to the Park on May 10th
- Change in Scope discussion / impacts / next steps

7. **Treasurer's Report**

Motion to: Accept and approve Treasurer's Report: A total of \$23.40 was paid out, leaving a balance of \$176.60.

Motion by: Rick

Seconded: Ryan R.

Vote: AIF

8. **Adjourn**

Motion to: Adjourn the meeting

Motion by: Kristen

Seconded: Ryan R.

Vote: AIF