

Policy Council Committee Meeting

May 14th, 2024

5:30 PM – 7:30 PM

1. Open Meeting

Motion to: Open Meeting

Motion by: Bryan

Seconded: Ryan S.

Vote: AIF

2. Roll Call and Attendance

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

Representatives:

P Mary-Gene Rumery (Officer, Educare Full-Day)

P Kristen Gammon (Officer)

P Ashley Beaulieu (Educare Part-Day)

P Ryan Savery (Albion)

E Rajel Hippler (EHS:CCP/Homestart)

P Rick Dugal (Educare Full-Day)

P Bryan Deleonard (Officer)

A Alexis Knox (Skowhegan EHS)

E Kristeena Guess (Skowhegan North Elementary)

P Ryan Riopell (Albion)

Staff:

P Sarah Lavallee, Head Start Director

E Miriam Jacobs, Family Engagement Manager

P Cathy Michaud, Administrative Assistant

3. Review / Approval Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes of 4/9/2024

Motion by: Ryan S.

Seconded: Ashley

Vote: AIF

4. Family Engagement

- a. Fatherhood Group – monthly meetings will be continuing through collaboration with our Social Services Department. There are hopes of growing involvement, with dads leading the group.
- b. The Family Survey was recently revised and shared out. We will extend the deadline and share reminders to maximize participation. Thank you again for your feedback on the survey!
- c. Head Start goes to the park was held May 10th. Three KVCAP families attended along with 6 staff. Parent Ambassadors were also present. There were family activities, lunch, and a tour of the State House.

5. Reports

- a. KVCAP Board Update – Educare evaluation presentation and DEIA Committee updates.
- b. Child & Family Services Head Start Director:
 1. Reports
 - a. Credit Card Expenditures – Sarah explained recent charges regarding medical supplies, boot dryers, outdoor gear for children, and shared details regarding a hotel charge that sparked questions at last month's meeting. On a recent business trip to MA, the hotel that was booked was deemed unsafe for a variety of reasons and a reimbursement was denied by the hotel after numerous follow up attempts. A different hotel was utilized for this trip, resulting in the added charges on the expenditure sheet.
 - b. Program Information Summary Report – Enrollment comparison to last month, carryover budget status.
 - c. C&FS Salary Comparison Data – Including an agency wide study of salaries for positions in the same grade on the scale, a review of compensation per position for our education staff, and a public school salary comparison. We collect and review data ongoing as we work to stay competitive in the field.

Motion to: Accept and approve the Reports as presented.

Motion by: Bryan

Seconded: Ryan R.

Vote: AIF

2. Head Start Grant Overview– A presentation was reviewed regarding the Head Start Grant, including Self-Assessments, Community Assessment Data, Service Delivery Locations and Slots, Program Goals and Objectives, T/TA Focus Areas, Budgets, and next steps. Suggestions regarding timing of family engagement events-considering schedules for working families, differences between part day and full day offerings-Sarah will follow up regarding specifics shared.

Motion to: Accept and approve the Head Start grant as presented.

Motion by: Ryan S.

Seconded: Bryan

Vote: AIF

3. Volunteer Policy – reviewed revisions.

Motion to: Accept and approve the Volunteer Policy as presented.

Motion by: Ryan S.

Seconded: Rick

Vote: AIF

4. Impaired Parent Policy – reviewed revisions. Questions regarding best ways to assure staff safety. Policy not approved, we will revisit again next month after a subcommittee can review and provide recommendations.

6. Meeting Highlights

- Reviewed Head Start grant and accompanying data. PC recommended approval as this moves to the KVCAP Board.
- Family Survey has been sent out. Be on the lookout!
- Reviewed Volunteers policy, changes approved.
- Impaired Parent Policy to be taken to committee for further discussion.

7. Treasurer's Report: \$200 beginning balance. Paid out \$21, remaining \$179.

Motion to: Accept and approve Treasurer's Report

Motion by: Ryan S.

Seconded: Ryan R.

Vote: AIF

8. Adjourn

Motion to: Adjourn the meeting

Motion by: Ryan S.

Seconded: Ryan R.

Vote: AIF