

Policy Council Committee Meeting Minutes

September 10th, 2024

5:30 PM – 7:30 PM

1. Open Meeting

Motion to: Open Meeting

Motion by: Ryan

Seconded: Bryan

Vote: AIF

2. Roll Call and Attendance

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

Discussed the process for termination of membership in the Bylaws as a rep has been unexcused for the past three meetings. A termination letter will be mailed to Kristeena, with encouragement to re-join Policy Council in the future.

Representatives:

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

P - Bryan Deleonard (Officer, Community Rep)

P - Kristen Gammon (Officer, Community Rep)

A - Kristeena Guess (North Elementary)

Z - Ashley Beaulieu (Officer, Educare Part-Day)

E - Ryan Riopell (Albion)

P - Ryan Savery (Albion)

Staff:

P Sarah Lavalley, Head Start Director

P 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 8/13/2024

Motion by: Kristen

Seconded: Bryan

Vote: AIF

4. Parent Ambassador Presentation with Joni Sprague: Joni was not available, presentation to be rescheduled.

5. Educare 5K for Kids!: Shelley Swett joined to share information about the Educare 5K for Kids! event occurring on 9/21/24. Registration is open to all. This will be a fun family event, please spread the word!

6. Family Engagement

a. Recruitment Incentive updates: Early application incentives were awarded. Free Preschool signs are being noticed. We received very little response with the family-to-family referral cards. Other ideas shared: assuring flyers are re-posted at Waterville Pediatrics; consider a Scavenger hunt coordinated with the local fairs where families visit different tables/areas. Miriam will share these ideas with the Recruitment Committee.

b. Enrollment updates: Numbers of enrolled children continue to increase, with progress still needed by 9/30 to meet full enrollment. Staff are focused on this effort and we expect to be very close to our 97% requirement.

c. Housing Allowance Eligibility Rules: new Head Start Program Performance Standards have gone into effect with allowances to deduct family housing expenses if they exceed 30% of a family's income. We are working through the details, and awaiting resources and a housing expense 'calculator' from Head Start to assist as we implement this new practice.

7. Head Start Director Updates

a. Reports/Updates:

i. Credit Card Expenditures: please disregard the report shared in the PC packet; the correct version was shared on screen. Discussed expenses for interpreter services, which are needed to assure any family who arrives is able to communicate with staff. We will continue to utilize services to meet this need.

- ii. Program Information Summary Reports: HS enrollment is currently 89% and EHS is 87%. Discussed our under-enrollment plan and the importance of reaching full enrollment. Discussed in-kind and a question about the remaining balance needed. We expect to meet the required goal with known allocations in process, including space donations.
- b. Office of Head Start updates:
 - i. Head Start Grant approval: We received official notification of our Head Start grant award, along with our approved transportation waiver. We were awaiting approval of our EHS-CCP Change in Scope, which has now been automatically approved with our new grant award, as the changes were reflected in our grant application, which has been fully approved.
 - ii. New Head Start Program Performance Standards (HSPPS): Changes include the housing allowance, a focus on staff wages and benefits, a focus on staff mental health & wellness, along with other updates. A full overview of the changes will be provided at a future meeting.

Motion to: Accept and approve the reports as presented

Motion by: Ryan

Seconded: Bryan

Vote: AIF

8. **KVCAP Board Updates:** The Board approved a 4% COLA for all KVCAP employees, as well as a 1% increase to the 403B retirement investment match. The Paid Family Medical Leave (PFML) goes into effect in Maine in May 2026. KVCAP is preplanning budget impacts in an effort to be proactive with this new expense required in the state. Transportation contracts were extended until 12/31/24 and may go into 2025 as the appeal process moves forward. The Board approved two policies previously approved by PC: the ERSEA policy and Impaired Parent Policy. Thank you again for the thoughtful conversations on both of these policies!

9. **Policy / Document Reviews**

Policy Council Bylaws – Lengthy discussion was had regarding current Bylaws. Policy Council members suggested new numbers for parents by site to be eligible for a seat on Policy Council.

Motion to: Approve the Bylaws with recommended changes

Motion by: Bryan

Seconded: Ryan

Vote: AIF

10. **Policy Council Meet & Greet:** Discussed Meet & Greet planned for October 8th. We will have a panel and opportunity for questions. All guests are welcome to stay for the business portion of the meeting. We will hold this in the training rooms at Educare to assure adequate space, and anyone who wants to help decorate, please reach out to Cathy!

11. **Meeting Highlights**

- * Bylaws were revised, with increases in Head Start eligible parent representation for Educare and SAD54.
- * 5K for Kids! is being held at Educare on Saturday, September 21st. All families are encouraged to join!
- * Policy Council Meet & Greet will be held at our next Policy Council meeting on October 8th. Any parents interested in joining PC, as well as any C&FS staff are welcome to attend. Please spread the word!

12. **Treasurer's Report:** Beginning balance of \$200 – Paid out \$21.84 – Remaining Balance \$178.16.

Reviewed use of Google Maps to calculate mileage to/from the meeting.

Motion to: Approve the Treasurers report as given

Motion by: Kristen

Seconded: Ryan

Vote: AIF

13. **Adjourn**

Motion to: Adjourn the meeting

Motion by: Ryan

Seconded: Bryan

Vote: AIF