

# Policy Council Committee Meeting Minutes

January 14, 2025

## 1. Open Meeting

**Motion to:** Open Meeting

**Motion by:** Ryan S

**Seconded:** Tram

**Vote:** AIF

## 2. Roll Call and Attendance (identify additional Orientation needs)

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

### Representatives:

Z	Karrie Breton (Educare Part-Day)	E	Lauren Lancaster (Educare Full-Day)
P	Cearra Cater (HomeStart)	P	Tram Martin (Community Rep)
P	Shaunda Cunningham (North El)	P	Ryan Riopell (Community Rep)
Z	Bryan Deleonard (Community Rep)	P	Mary-Gene Rumery (Educare Full-Day)
P	Lauren Fox (Mill Stream)	P	Ryan Savery (Community Rep)
Z	Kristen Gammon (Educare Float)	P	Janalynn White (SEHS)

### Staff:

P	Sarah Lavallee, Head Start Director
P	Miriam Jacobs, Family Engagement Manager
P	Kristin Ludwig, Program Assistant

## 3. Review / Approval of December Policy Council Meeting Minutes

**Motion to:** Accept and approve meeting minutes from 12/10/2024

**Motion by:** Lauren F

**Seconded:** Ryan S

**Vote:** AIF

## 4. Family Engagement

- a. ParentPowered: We are excited to launch this new texting program at the end of January as a resource for families. This evidence-based family curriculum texts tips on child development, activities, community resources, etc. Miriam read the welcome text and some example texts. Parents can opt out at any time. A question was raised about whether the texts would go to both parents, or just the parent listed as the primary. Miriam will look into this with the goal of adding both parents into the ParentPowered system.
- b. Parent Committee Connection Updates: the group shared updates after our conversation last month. Lauren shared that she had some preliminary discussions with the parent group at Mill Stream and they are looking at scheduling further ahead to help facilitate staff attendance. Overall looking for more coordination of events between the public school and PreK. Mary-Gene is emailing Katie and Tina after each meeting with highlights, which then get posted in the Educare common area. North El is sending out a newsletter with updates. Mary-Gene is going to Canaan on January 17th to join their parent meeting and share about PC in an effort to recruit a parent to join. She will share the recruitment video and handouts. Anyone is welcome to join her!
- c. Other Parent Topics:
  - i. Parent Ambassador Institute- Mary-Gene and a group of PAs and staff are traveling to DC at the end of February. This is a great opportunity to focus on advocacy, join hill visits, etc.
  - ii. NEHSA Annual Conference- being held March 19-21 in Portland, ME. This has been a beneficial opportunity in the past with parent focused sessions. We will send out more information as it becomes available. Let us know if you are interested in attending!
  - iii. Services to children in the foster care system- Mary-Gene Rumery wondered how many children are in foster care. We will bring this data to the next meeting. Discussed consistency of practices and a new Parental Visits Guidance procedure that is in process.
  - iv. Jackets collected for Veterans during the month were shared with Ryan S. Thanks everyone!
  - v. Parents brought forward concerns with the CCAP waiting list. Discussed ways of advocating at the state level as budget decisions are being made.

5. **Annual ERSEA Training:** Miriam Jacobs presented an ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) Training powerpoint and answered questions.
6. **Head Start Director Updates**
  - a. Reports/Updates
    - i. Program Information Summary: Enrollment remains strong! Attendance has been relatively good considering all the illnesses going around. We are following up on chronic absences for some children. We have had a continued focus on hiring qualified staff, with good success overall recently. We have implemented numerous supports for staff and turnover is decreasing.
    - ii. Credit Card Expenditures: Reviewed and responded to questions.
  - b. Planning for Head Start's 60<sup>th</sup> Birthday: KVCAP and Head Start are both turning 60 this year. Educare is celebrating 15 years this year. Celebration discussions will continue at future meetings.
  - c. Health and Mental Health Services Advisory Committee: reviewed highlights. Currently recruiting members and anyone who wants to participate in conversations about health/mental health are welcome to join. Christina Stafford, Health Services Manager, will be asked to join a future PC meeting to discuss.
  - d. Document Reviews: Reviewed the draft Annual Planning Timeline and discussed purpose. We will review items outlined in more detail as we get closer to Head Start grant submission in May.

**Motion to:** Accept and approve the reports as presented

**Motion by:** Karrie

**Seconded:** Ryan S

**Vote:** AIF

7. **KVCAP Board Meeting:** No December meeting to report on. Karrie may be interested in attending a Board meeting in the future.
8. **Meeting Highlights:**
  - a. ERSEA Training provided
  - b. ParentPowered text program launching Jan 27th
  - c. Attendance at PA Institute and NEHSA

9. **Treasurer's Report:** Beginning Balance: \$200, Paid Out: \$62.50, Remaining Balance: \$137.50

**Motion to:** Approve the Treasurer's Report as given

**Motion by:** Lauren F

**Seconded:** Ryan R

**Vote:** AIF

10. **Adjourn**

**Motion to:** Adjourn

**Motion by:** Ryan S

**Seconded:** Ryan R

**Vote:** AIF