

# Policy Council Meeting Minutes

February 11, 2025

## 1. Open Meeting

**Motion to:** Open Meeting

**Motion by:** Karrie

**Seconded:** Ryan S.

**Vote:** AIF

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

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

### Representatives:

P	Karrie Breton (Educare 3-5 Part-Day)	P	Lauren Lancaster (Educare 3-5 Full-Day)
P	Cearra Cater (HomeStart)	P	Tram Martin (Community Rep)
E	Shaunda Cunningham (North El)	P	Ryan Riopell (Community Rep)
P	Bryan Deleonard (Community Rep)	P	Mary-Gene Rumery (Educare I/T Full-Day)
Z	Lauren Fox (Mill Stream)	P	Ryan Savery (Community Rep)
P	Kristen Gammon (Educare Float)	E	Janalynn White (SEHS)

### Staff:

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

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

**Motion to:** Accept and approve meeting minutes from 1/14/2025

**Motion by:** Karrie

**Seconded:** Ryan S.

**Vote:** AIF

## 4. Family Engagement

- a. February is National Parent Leadership Month! Miriam recognized each Policy Council representative with words shared from their sites. A photo of our PC members was taken. Thank you to each member for your valuable contributions to the Policy Council!
- b. Parent Powered Update: the new texting program for families has launched. You can expect 3 texts/week, geared for parents based on your child's development by age, as well as community events. If you have not seen a text yet, you will soon!
- c. NEHSA Conference: the agenda for the conference was shared. Mary-Gene is registered and Lauren Fox is interested in attending. Others should bring any interest forward soon so we can assure registration and hotel reservations.
- d. The Parental Visits Guidance that was recently finalized was shared with the group in connection to our conversation last month.
- e. Parent Topics: questions brought forward regarding state and federal budgets. Things are changing very fast budget-wise with important decisions being made both statewide and federally. KVCAP is monitoring things closely and becoming involved wherever we can, including testifying at the upcoming State Budget Hearing to oppose cuts and advocate for Early Childhood Education. We expect more Federal guidance to be coming after the Executive Orders, and will respond to any required changes at that time.

## 5. Head Start Director Updates

- a. Reports/Updates
  - i. Program Information Summary highlights:
    1. 100% enrolled: our EHS underenrollment period ended in November, and Head Start ended earlier in February. We will be monitored for 6 months after each underenrollment period ends.
    2. 83% of parents have completed Pathways Assessment so far.
    3. Our program budget is on track.
  - ii. Credit Card Expenditures: No questions

- iii. One-Time Request: Reviewed materials, supplies, and staffing requested to be included in a one-time request. The group shared thoughts on areas to save money and possible donations. Next steps: a document will be sent to Mary-Gene for signature, and the One-Time Request will be presented to the KVCAP Board later this month before it is sent to Head Start for review.

**Motion to:** Approve the One-Time Request as presented.

**Motion by:** Tram

**Seconded:** Ryan S.

**Vote:** AIF

- b. Head Start's 60<sup>th</sup> Birthday is May 18th! Discussed celebration ideas and ways of including families. The group would like to have cookies/treats with Happy 60th Birthday Head Start written on them. Having family activities and photos would also be fun. A committee has been formed at the Agency level as KVCAP is also celebrating a 60th birthday, and Educare is celebrating 15 years in August. We will continue to discuss celebration ideas as May 18th gets closer.
- c. Document Reviews:
  - i. Community Complaint Policy/Procedure: reviewed the draft and discussed situations that can come up where a policy like this is necessary.
  - ii. Internal Dispute Resolution Policy/Procedures: this review is delayed and will be added to a future agenda.

**Motion to:** Accept and approve the reports as presented, including the Community Complaint Policy/Procedure.

**Motion by:** Bryan

**Seconded:** Ryan R.

**Vote:** AIF

6. **KVCAP Board Meeting:** Reviewed highlights from the January meeting.
  - a. Annual ERSEA training: Miriam presented training to the Board, as she did for PC last month.
  - b. Transportation: contract with Penquis in place until June 30th. Discussions have started with Motivcare. KVCAP is committed to providing some level of transportation in our catchment area.
  - c. DEIA training: sessions continue with lots of positive feedback. The KVCAP Board will receive a condensed version of the training, including Policy Council as well if possible.
  - d. Agency Personnel Procedures: a manual is currently in development.
  - e. Agency Budget: we remain in good financial standing, with no debt to report.
  - f. The Board acknowledged Tina Gagnon celebrating 50 Years with C&FS! Future recognition is being discussed.
  - g. Housing: KVCAP has invested in multiple projects to expand housing options for low income families. We may have an opportunity to convert Fairfield Primary into housing units.

7. **Meeting Highlights:**

- a. Parent Powered in the early phases of launching.
- b. Transportation contract in place until June 2025.
- c. KVCAP budget is looking solid.
- d. KVCAP 60th Birthday on May 18th.
- e. February is National Parent Leadership Month.
- f. Accepting applications program wide, including the new .Hight Family Early Learning Center in Skowhegan.

8. **Treasurer's Report:** Beginning Balance: \$200, Paid Out: \$36.50, Remaining Balance: \$163.50

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

**Motion by:** Ryan S.

**Seconded:** Tram

**Vote:** AIF

9. **Adjourn**

**Motion to:** Adjourn the meeting

**Motion by:** Ryan S.

**Seconded:** Ryan R.

**Vote:** AIF