

Policy Council Meeting Minutes

April 8, 2025

1. Open Meeting

Motion to: Open Meeting

Motion by: Ryan S.

Seconded: Lauren F.

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)	Z	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)
Z	Bryan Deleonard (Community Rep)	P	Mary-Gene Rumery (Educare I/T 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	Kristin Ludwig, Program Assistant
P	Christina Stafford, Health Services Manager		

3. **Health & Mental Health Services Advisory Committee:** Christina Stafford joined to share about the Committee, which is composed of community partners from different disciplines, staff, and family members. Overall, the group fosters great working collaborations around policies, discusses community health-including illnesses, discusses needs and access for mental health and dental services, etc. The committee is looking for new members, particularly in the Skowhegan area. We are excited that Lauren F. will be joining! Policy Council brainstormed additional community health strategies: Ryan S. asked if staff were interested in basic trauma training which would go beyond 1st Aid/CPR and ensure proper response to trauma events. Lauren F. talked about her Yoga connection with Wood and Water in Skowhegan and a potential partnership. Miller Fitness in Fairfield/Skowhegan/Newport may be interested in offering KVCAP staff and families a discount. Ryan S. suggested an ambulance is brought to locations for children to see to create familiarity, in addition to the fire trucks that are typically available. Thank you for joining, Christina!

4. Review / Approval of March Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes from 3/11/2025

Motion by: Tram

Seconded: Karrie

Vote: AIF

5. Family Engagement

- Parent Powered Update: App is being well-received. Janalynn shared appreciation for the age-appropriate and community messages that are current and relevant. It was brought forward that secondary parents are not all receiving the text messages and a request was made to add additional adults (grandparents, etc.) who are interested. We will look into this further and share more at the next PC meeting.
- NEHSA Conference Overview: The conference was well attended and offered good sessions, including a parent panel that Mary-Gene participated in. Lauren F. highlighted the parent focused sessions and liked meeting other PC members. There were many opportunities to recognize PC parents and those connected to Boards.
- Building local parent/program/school community: Lauren F. shared thoughts about engaging with parents locally at sites and aligning events and communication better to the public schools where the preschools are located. She suggests PC members reach out to parents directly rather than through Family Coaches to build relationships and streamline communication so it is not coming from several different sources (FB, Procure, etc). Sarah shared about the comedian/speaker at the NEHSA conference who focused on technology's effect on people. He might be a good presenter in the future to bring families and staff together. Mary-Gene talked about being approachable and talking to everyone as a lot of parents want to talk about the issues they are facing in their lives, which may lead to deeper connections and greater involvement. Mary-Gene shared that she plans to join the Somerset parent community when her child transfers from Educare. For greater connection, Mary-Gene suggested a handout with photos, contact information and a short blurb on all PC members. PC members are encouraged to send a photo and as much information as they are comfortable sharing to Kristin who will create a handout.

- d. Head Start's 60th Birthday: Discussed weaving the 60th birthday into a letter going out soon to families (see 6b). Mill Stream and SEHS events are May 30. Suggestions for events include a photo booth with props including some that say Happy Birthday Head Start; headbands with 60th logo that kids could decorate; healthy cookies to decorate (Sarah will talk to Dave Poulin). C&FS is planning to purchase an item for staff with the 60th branding.
- e. Parent Topics: Mary-Gene shared HomeStart successes and will share the HomeStart newsletter she received as well. Car seat safety was discussed. KVCAP is working to become a car seat distribution location again and several staff are scheduled for an upcoming Child Passenger Safety Training.

6. Head Start Director Updates.

- a. Reports/Updates
 - i. Program Information Summary: Enrollment – 100%! The program is serving a high number of children with special needs, looking at diagnoses and concern data. The budget is on track; slightly over projections but we expect a balanced budget at closeouts. In-Kind looks low currently, but we expect space allocations to be added soon. A waiver can be submitted, but we expect to meet requirements.
 - ii. Credit Card Expenditures: Reviewed the report.
- b. Program, State and National landscape updates: We received notice that Head Start regions have been consolidated from 10 to 5 and our region (Region 1) was closed. We are awaiting more information on the consolidation. Mary-Gene shared an email from Tracey that had been sent to C&FS staff. A letter will also be drafted to families and sent from Sarah and Mary-Gene to include recognition that continued Head Start funding is critical for our whole program, and we are watching both state and federal funding news. Reviewed Change in Scope overview. This will be further discussed at a future meeting.

Motion to: Accept and approve reports as given

Motion by: Tram

Seconded: Ryan S.

Vote: AIF

- 7. **KVCAP Board Meeting, March 26th:** Board received CSBG training and information from Erin Witham on child abuse prevention month. KVCAP remains fiscally sound and continues to be watchful of federal funding decisions. A decision on the transportation contract is expected by late May/early June. The final session of DEIA training was canceled due to the recent federal requirement that no funds be used for any DEIA activities. The income tax program helped 239 people successfully file tax returns. HEAP applicants will be placed on a wait list as of March 28th and processed as funding allows. An ECM tour was offered to view data shared at the recent family data night.

8. Meeting Highlights:

- a. Christina Stafford joined to discuss the Health & Mental Health Services Advisory Committee. Please reach out to your Family Coach if you are interested in joining future meetings.
- b. The Policy Council is working on a plan to bolster communication between PC members and local Parent Committees. More to come!
- c. Funding remains secure at this time and we are working diligently to keep up on Federal/State news, and will be sending a letter to families with more information soon.

- 9. **Treasurer's Report:** Beginning Balance: \$200, Paid Out: \$57.50, Remaining Balance: \$142.50

Motion to: Approve the Treasurer's Report as given

Motion by: Ryan S.

Seconded: Lauren F.

Vote: AIF

10. Adjourn

Motion to: Adjourn the meeting

Motion by: Lauren F.

Seconded: Ryan R.

Vote: AIF