

Policy Council Meeting Minutes

May 13, 2025

1. **Head Start's 60th Birthday Celebration:** we enjoyed a family dinner together with cookie decorating and photos!

2. **Open Meeting**

Motion to: Open Meeting

Motion by: Ryan R.

Seconded: Ryan S.

Vote: AIF

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

Staff:

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

Bryan Deleonard and Kristen Gammon have submitted letters of resignation from the Policy Council. They shared with the group that they have a lot going on and are very busy right now. They were thanked for their service to PCL.

4. **Review / Approval of April Policy Council Meeting Minutes**

Motion to: Accept and approve meeting minutes from 4/8/2025

Motion by: Ryan S.

Seconded: Bryan D.

Vote: AIF

5. **Family Engagement**

- a. Head Start goes to Capitol Park being held May 16 from 10-12 (pending weather) in Augusta by the State House. All Head Start programs and other agencies set up fun family activities, everyone has lunch, and then there is a parade to the Capitol with a tour planned. Susan Collins has been invited. All are welcome!
- b. Parent Powered update: We are looking at all non-working phone numbers, hoping to get current contact info so all parents are getting the text updates. A message was sent to parents encouraging them to let their Family Coach know if they want to add other family member numbers.
- c. Policy Council Facebook page: At our last meeting we discussed ways for PC and parents to be more connected with other families in the program. Unfortunately the Procure app does not have a parent to parent connection option, so we will create a Facebook page so Policy Council members can post updates and share community events. We will need to set community guidelines and all posts will be approved by Admin first. Karrie and Lauren F. volunteered to be administrators. Kristin will get the page set up soon and send details to everyone.
- d. Head Start's 60th Birthday: As a kick off to local celebrations, we celebrated tonight with the ideas PC had shared. We will plan preservice celebrations for staff and local events with families at program startup.
- e. Parent Topics: A suggestion was made to have Family Coaches join us for dinner once a year to build on our connections. Miriam will invite them to our June meeting. End of school year activities are underway: Millstream will go to Dew Haven with parents and children; Somerset preschool is disseminating summer activity bags to all families; Educare is holding their annual family picnic, scavenger hunt, and family activities. Janalynn shared that the Hight new school construction is anticipated to be completed by June 21! Karrie shared about her experience on a panel with the Center for American Progress, discussing Head Start impacts and funding advocacy. Thank you, Karrie!

6. **Head Start Director Updates.**

- a. Internal Dispute Resolution Policy and Procedures: the draft was discussed, and is planned to be on the KVCAP Board agenda in May.

Motion to: Accept and approve Internal Dispute Resolution Policy and Procedures as presented

Motion by: Ryan S.

Seconded: Bryan D.

Vote: AIF

b. Reports/Updates:

i. Program Information Summary: 1 opening in Head Start and over-enrolled in Early Head Start. Both HS and EHS above 85% for attendance. Budgets are on target to be fully spent by the end of the grant year.

ii. Credit Card Expenditures: Reviewed report and discussed differences in grant funding expenses shown. Grant and donor funds are to be used for intended purpose, not typically for programming.

c. Focus Area 1 (FA1): Review to be held virtually the week of June 2nd, focused on our systems, policies, and practices. Our Chair and Vice-Chair will join with the KVCAP Board reps for a conversation on June 3rd.

d. Head Start Grant updates: The Change in Scope was submitted and with flat funding expected for Head Start, the reductions were a strategy to keep the program fiscally strong. Overall, there are expanded enrollment opportunities for infants, toddlers and preschoolers at Hight Family ELC and grant changes reflect C&FS staff projected salary increase to align with agency plans; Health benefit program increase of 8%; State family medical leave costs of .5%; and reduced Head Start staffing to balance overall budget. Thank you to PC for your support with this process!

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

Motion by: Ryan S.

Seconded: Lauren F.

Vote: AIF

e. Program, State, and National landscape: Awaiting state and federal budget decisions. Numerous hearings are still occurring at the state level, many with fiscal notes attached. Will keep the group informed as news comes forward.

Motion to: Accept and approve Head Start Director Reports

Motion by: Tram

Seconded: Ryan S.

Vote: AIF

7. **KVCAP Board Meeting, April updates:** KVCAP agency audit was reviewed and the agency is a good financial position overall with no long term debt. Weatherization is looking for jobs under \$8,000. The King Street housing project will be in full construction in June, building 37 units. The Fairfield Primary School was purchased by KVCAP and will be renovated into 27 units. Open positions in the agency are down as people are staying on once hired. Penquis is making oral arguments soon related to the Transportation contract, and as Waldo CAP had to go to the Supreme court, it is expected that Penquis may need to as well. April was Child Abuse Prevention Month and Social Services delivered food kits to all C&FS families and others in the community. Thank you! The Board also reviewed the Head Start Change in Scope and approved the plan to reduce 26 Head Start slots.

8. **Meeting Highlights:**

- a. We had a family dinner to celebrate Head Start's 60th birthday
- b. Head Start Goes to the Park being held May 16th
- c. Approved the revision of the Internal Dispute Resolution Policy and Procedures
- d. Approved the Head Start Grant
- e. Policy Council Facebook page coming soon!
- f. Parent Powered: working to assure all who want access have access

9. **Treasurer's Report:** Beginning Balance: \$142.50, Paid Out: \$64, Remaining Balance: \$78.50

Motion to: Approve the Treasurer's Report as given

Motion by: Lauren F.

Seconded: Ryan R.

Vote: AIF

10. **Adjourn**

Motion to: Adjourn the meeting

Motion by: Ryan R.

Seconded: Tram

Vote: AIF