

Policy Council Meeting Minutes

June 10, 2025

1. Open Meeting

Motion to: Open Meeting

Motion by: Tram

Seconded: Ryan R.

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	John Massey
P	Cearra Cater (HomeStart)	P	Ryan Riopell (Community Rep)
E	Shaunda Cunningham (North El)	P	Mary-Gene Rumery (Educare I/T Full-Day)
P	Lauren Fox (Mill Stream)	E	Ryan Savery (Community Rep)
P	Lauren Lancaster (Educare 3-5 Full-Day)	P	Tabetha Thomas
P	Tram Martin (Community Rep)	P	Janalynn White (SEHS)

Staff:

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

a. Welcome to newly elected Educare Representative Tabetha Thomas!

b. John Massey joined and voiced his interest in being a Community Representative.

Motion to: Accept John Massey as Community Representative

Motion by: Janalynn

Seconded: Lauren F.

Vote: AIF

c. Officer position discussion: Treasurer and Secretary positions are open. We reviewed duties and answered questions. Members were asked to bring intention to run to the July meeting when voting will occur.

3. Review / Approval of May Policy Council Meeting Minutes

Motion to: Accept and approve meeting minutes from 5/13/2025

Motion by: Tram

Seconded: Lauren F.

Vote: AIF

4. Family Engagement

a. Head Start Goes to Capitol Park: this important event has been rescheduled to June 27th from 10:00am-12:00pm. Flyers were distributed and attendance encouraged. Members will share this opportunity with their parent committees.

b. Parent Powered check-in: parents reported that the messages automatically update as a child is changing age or school grade. This intuitive and responsive app continues to be well received. Next month we will look at usage data together.

c. Policy Council Facebook group check-in / Community event & activity sharing: Overall, the group is wanting more visibility and a way to share out community events as they look to network more and assure other families know of opportunities they may be interested in joining with their children. Kristin will create a Facebook Page instead of a Group, set to public, and will inform the council when ready. Lauren Fox and Karrie Breton will be Moderators. We will revisit next month as we continue to build this new networking platform.

d. Invitation to Family Coaches for July meeting: Lauren F. will create an invitation to send to Family Coaches and HomeStart Coordinators. Once approved, Kristin will send out and collect RSVPs.

e. Other Parent Topics: parents are looking for more connection at sites, and will talk to their Family Coaches about parent to parent sharing spaces. Janalynn provided a new school update. We are hoping for a PC tour opportunity soon and we will explore the option of holding PC meetings there next year. Fatherhood meet-up flyer to be shared for anyone interested. HomeStart Family Fun Night coming up on June 13th.

5. **Head Start Director Updates**

- a. Reports/Updates
 - i. Program Information Summary. We remain fully enrolled in our Early/Head Start slots! Discussed chronic absences and the work staff does to help reduce any barriers to regular attendance. Budget is on track to be fully spent.
 - ii. Credit Card Expenditures. Reviewed; no questions. Future reports will show Early/Head Start charges and we will look at also providing percentages of funds spent in primary categories in the new program year.
- b. Focus Area 1 (FA1) update: the Review was held in early June. Mary-Gene and Karrie joined Board members for an interview with the reviewer. All other content areas had interviews as well. There were detailed questions regarding dental exams and we explained our collaboration with Community Dental to assure children have access to a dental exam and dental home. We expect this may be an area of concern on our final report, but are hopeful it will not be included as we are following the standards and meeting expectations.
- c. Head Start Grant update. The completed grant was submitted at the end of May and we hope to hear back in July. Full awards have been going out to other programs this spring.
- d. Staff Survey results: we reviewed a summary of results/trends. There is recognition of the impacts when we are not fully staffed; efforts to hire new staff to meet the needs continue.
- e. Program, Local, State, and National landscape updates: Educare part-day is closed for the summer and Somerset preschool programs are winding down. Childcare will continue throughout the summer. We are awaiting final decisions regarding State and Federal budget approvals.
- f. Communicable Disease and Covid-19 Mitigation Policy – draft: reviewed recommended changes to the policy.
- g. Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Policy - draft: reviewed recommended changes to policy.

Motion to: Accept and approve Head Start Director Reports, including approval of both draft policies

Motion by: Janalynn

Seconded: Ryan R.

Vote: AIF

6. **KVCAP Board Meeting, May updates:** KVCAP Board was presented with Community Needs Assessment for Kennebec and Somerset counties. Board approved Head Start Grant and Internal Dispute Policy. The King St. project to build low-income housing starts next week. The completed renovation on Water St. has open houses this week. KVCAP is fiscally sound. Transportation contract extended to June 30, 2026. A COLA recommendation of 3% was approved by the Board and will start on 10/1/2025. Transportation approved to purchase four vehicles with an additional six vehicles to be purchased to meet the needs. Upcoming events: June 20 is Bingpendous; June 21 is Waterville Wonderfest; June 28 is the Community Baby Shower in Skowhegan.

7. **Meeting Highlights**

- a. Head Start Goes to Capitol Park - rescheduled to June 27th
- b. Transportation Contract extended to June 30, 2026
- c. Staff Survey results were reviewed, with ongoing work to support staff well-being
- d. Upcoming Family Events shared at the KVCAP Board meeting
- e. Two Policies approved and going to the Board in June

8. **Treasurer's Report:** Beginning Balance: \$200.00, Paid Out: \$68.50, Remaining Balance: \$131.50

Motion to: Approve the Treasurer's Report as given

Motion by: Ryan R.

Seconded: Janalynn

Vote: AIF

9. **Adjourn**

Motion to: Adjourn

Motion by: Karrie

Seconded: Tram

Vote: AIF