

Policy Council Meeting Minutes

July 8, 2025

1. **Dinner and Community Building with Family Coaches and HomeStart Coordinators:** Policy Council members and KVCAP staff learned about each other through an icebreaker. The group talked about recruitment of parents for PC, what is working and what could be done differently in the next program year. Suggestions included: parent nights, information table in lobby at the new HFELC, invitations to PC Members to attend family events, open house, enrollment meetings, screenings. We will join this group together again a few times a year to continue relationship building.

2. **Open Meeting**

Motion to: Open Meeting

Motion by: Lauren F.

Seconded: Tram

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

Staff:

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

4. **Elect new Secretary and Treasurer:** held votes for open officer positions. Lauren Fox was voted in as Treasurer with AIF. Shaunda Cunningham voted in as Secretary with AIF. Congrats and thank you to our new officers!

5. **Review / Approval of June Policy Council Meeting Minutes**

Motion to: Accept and approve meeting minutes from 6/10/2025.

Motion by: Tram

Seconded: Ryan R.

Vote: AIF

6. **Family Engagement**

- a. Head Start Goes to Capitol Park debrief/sharing: Shared slide show with photos taken during the day. There were vendors, snacks, tours, and lots of staff and family representation. There was a great turnout overall. It was a great day of community building and learning!
- b. Parent Powered data sharing: Miram shared data from the Parent Powered site. There are 373 active enrollments; 22,099 curricular messages sent; 1762 custom messages sent. Four languages are automatically translated: English, Spanish, Arabic and Chinese. 95% read messages; 100% said they felt supported by texts; 77% said texts helped children learn and grow. This continues to be a well-received app with beneficial data analysis.
- c. Policy Council Facebook page: Has been created and can be found publicly at KVCAP Head Start Policy Council. Please like and follow the page! The site will be monitored by the administrators.
- d. Website visibility: Looked at bios currently posted on the website. If anyone needs a head shot taken at Elm City Photo to add to their bio, please let us know.
- e. Fatherhood Meet-up: Shared flyer for group currently being held on the last Thursday of each month at 6pm via Zoom. All father figures are encouraged to join!
- f. Other Parent Topics: WIC funds to use at Farmers Markets should have been added. Karrie gathered information on recent Kindergarten transition experiences to share at the Parent Summer Summit she is attending on 7/9. If PC members want to share more about their experiences locally, Sarah can help to

coordinate conversations with Program Directors for KVCAP partnering school districts, HFELC Ribbon cutting on 8/5 - Janalynn will be the Riverhawk Mascot!

7. **Head Start Director Updates**

- a. Reports/Updates
 - i. Program Information Summary: we remain fully enrolled, with enrollment also picking up for the fall. Reviewed dental services and the positive impacts of the dental clinics for children and families. Budget remains on track to be fully spent.
 - ii. Credit Card Expenditures: reviewed together. Recognition that out-of-state lodging can be at high rates when staff travel to conferences in bigger cities.
- b. Focus Area 1 (FA1) update: Area of concern that noted follow up with our regional office (not a high level concern or deficiency) in the area of dental services. We have a strong connection with Waterville Community Dental and will continue to assess any other areas we can improve upon.
- c. Program, Local, State, and National landscape updates: state funding for Head Start was restored, expect flat funding federally.
- d. Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Policy: reviewed new changes/updated draft.

Motion to: Accept and approve Head Start Director Reports, including approval of the ERSEA policy.

Motion by: Karrie

Seconded: Lauren F.

Vote: AIF

8. **KVCAP Board Meeting, June updates:** Board received annual ROMA training, KVCAP is sound financially, the Board approved \$20,000 for transportation to support self-reliant transportation (taxi, motorized bikes, etc.), FA1 outcome was reviewed, and Internal controls policy updated.

9. **Meeting Highlights**

- a. Connection with KVCAP Family Coaches and HomeStart Coordinators.
- b. Elected new Secretary and Treasurer.
- c. Parent powered data shared.
- d. Reviewed ERSEA policy.

10. **Treasurer's Report:** Beginning Balance: \$200.00, Paid Out: \$ 62.00, Remaining Balance: \$138.00.

Motion to: Approve the Treasurer's Report as given

Motion by: Karrie

Seconded: Ryan R.

Vote: AIF

11. **Adjourn**

Motion to: Adjourn

Motion by: Lauren F.

Seconded: Ryan R.

Vote: AIF