Policy Council Meeting Minutes

September 9, 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:

E	Karrie Breton (Educare 3-5 Part-Day)	P	John Massey (Community Rep)
E	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)	E	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		

   Motion to: Remove Tabetha Thomas as a PC rep. Tabetha has voiced that attendance is a challenge and continued involvement is not a fit as this time.
   Motion: Janalynn
   Seconded: Tram
   Vote: AIF

3. **Review / Approval of August Policy Council Meeting Minutes**
   Motion to: Accept and approve meeting minutes from 8/12/2025.
   Motion by: Lauren F.
   Seconded: Tram
   Vote: AIF

4. **Ed Content Presentation with Jami Pollis and Tammie Davis:** Jami and Tammie discussed tools used for classroom/environmental observations. We are building capacity currently, training more observers in all the tools.
   a. Infant/Toddler - the use of these tools has supported staff and provider development in numerous ways, including environments, interactions, relationships, health/safety and activities. Information gathered is used to inform coaching and mentoring plans, as well as training needs.
      i. QCIT (Quality of Care for Infants and Toddlers) is a new tool being used, created with Head Start.
      ii. ITERS (Infant/Toddler Environment Rating Scale).
      iii. FCCERS (Family Child Care Environment Rating Scale).
   b. Preschool:
      i. CLASS (Classroom Assessment Scoring System) is a tool also used by Head Start during a review. Our goal is to observe 100% of preschool classrooms this year. We are also looking into using the CLASS Environments tool as an add-on to CLASS observations.

5. **Family Engagement**
   a. Family Survey planning: Discussed a different approach to gathering family feedback, asking a smaller number of questions more frequently during the year. The questions would be aligned with parent-teacher conference timelines (Nov/Dec; Feb/March; May/June/July) with QR codes that can be accessed during the conference. Suggestion of using a larger, 5 or 10 point likert scale with open ended questions as well. Goal to align with our mission/goals and gather important feedback that will help us with ongoing quality improvements. Staff will work on Nov/Dec questions and bring back to PC in October. Sarah will send the draft questions to Lauren Fox for collaboration on the structure and format.
   b. Policy Council Facebook page: A few people have followed. Need to work on using prompts for people to react to or add content. Lauren and Karrie will work together on next steps/plans to get the page more active.

c. October Meet & Greet planning: Discussed staff to invite for a special thank you from the PC parents. Lauren Fox will create an invitation to be shared with interested parents, staff being recognized, and Content Leads. PC childcare staff will also be recognized with a thank you!

6. **Head Start Director Updates**
   a. Reports/Updates
      i. Program Information Summary: We ended August fully enrolled! We have some openings we are working to fill by the end of September, our first month of the 2025-2026 program. The 2024-2025 budget closeouts are in process, to be finalized once all August invoices have been received/paid.
      ii. Credit Card Expenditures: program materials were a primary expense as classrooms prepared for a new program year, along with 2 new locations (Hight and KVCC) opening.
   b. Program, State, and National landscape updates:
      i. Nutrition and Healthy Eating: One-time Supplemental Funds application was submitted, requesting $125,000 for personnel, food, and program materials. We are currently waiting for approval.
      ii. Notice of Award and Change in Scope updates. We received our fully funded Head Start Notification of Award and are still waiting on approval of our Change in Scope. We are working under the assumption that the change of scope will be approved, as guided by our Regional Office. If it is not approved, we will need to discuss strategies and plans with budgets and staffing to fill these additional slots.
      iii. KVCC Ribbon Cutting: September 30th at 4:00.
      iv. ERSEA Policy Update: Approval was received from the KVCAP Board. The new policy is now in use.
   c. Policy Council Bylaws/Recruiting new members: Tabled until next meeting.

   Motion to: Accept and approve Head Start Director Reports
   Motion by: Ryan R.
   Seconded: Janalynn
   Vote: AIF

7. **KVCAP Board Meeting: August Meeting.** Fiscal year budget, FY26 was presented and approved. Bylaw changes and the Strategic Plan were discussed and will move to their second readings as required. The updated Personnel Policies received their second reading. The hiring process has begun for a new CFO. The agency remains fiscally sound. The ERSEA policy was approved.

8. **Meeting Highlights**
   a. Meet & Greet on October 14th!
   b. We are refining the family survey questions and approach.
   c. Like our Facebook page!

9. **Treasurer's Report:** Beginning Balance: $200.00, Paid Out: $79.00, Remaining Balance: $121.00
   Motion to: Approve the Treasurer's Report as given.
   Motion by: Janalynn
   Seconded: Tram
   Vote: AIF

10. **Adjourn**
    Motion to: Adjourn.
    Motion by: Lauren F
    Seconded: Janalynn
    Vote: AIF