

Policy Council Meeting Minutes

October 14, 2025

1. **Meet and Greet: Welcome, Dinner, and Recognitions to PC Members and Staff**

We welcomed parents and staff who joined to learn more about Policy Council. Current PC reps shared a gift and recognized staff who have impacted them. PC reps also shared a thank you gift and recognized the staff who offer childcare during PC meetings, we could not hold meetings without them! Staff recognized the current seated Policy Council with thank you gift baskets for all their time and dedication given to the council this year. Your voices have been so critical!

The current PC reps sat on a panel and answered questions, sharing about their experience with PC, how they feel their voice has made a difference, how their experiences have impacted them, and other important messages. Thank you for the rich discussion and information sharing! We truly hope that all visitors go back to their parent committees and express interest in running for a PC seat. Our PC Orientation will be on November 18th!

2. **Open Meeting**

Motion to: Open the meeting

Motion by: Ryan S.

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)	A	John Massey (Community Rep)
E	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)	P	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. **Review / Approval of September Policy Council Meeting Minutes**

Motion to: Accept and approve meeting minutes from 9/9/2025.

Motion by: Ryan S.

Seconded: Ryan R.

Vote: AIF

5. **Family Engagement**

- Policy Council Recruitment is underway!
- Discussed and approved moving our next meeting to November 18th due to the holiday on November 11th.
- Tractor Club Fall Funday being held Saturday from 9-4. Mary-Gene will send details.

6. **Head Start Director Updates**

- Reports/Updates
 - Program Information Summary: reviewed summary, including enrollment and budget. Discussed our current operations as we await Change in Scope approval. Enrollment in Head Start is 94%, we would be 100% enrolled if CiS was approved. PC recommended staying the course due to budget and staffing, knowing we will revisit if the CiS is not approved soon.
 - Credit Card Expenditures: No questions or concerns.
- Program, State, and National landscape updates:
 - Nutrition and Healthy Eating - One-time Supplement Funds: Our application was approved! Funds will be spent as planned.
 - Health & Safety - One-time Funds: Our application from March was funded with the Nutrition and Healthy Eating award.

- iii. Federal Updates: Discussed government shut down; KVCAP is fiscally strong; programming operations will continue. If the shutdown persists, continued assessment of finances and programming will be ongoing.
- c. Policy Council Bylaws: Reviewed changes to consolidate the SEHS and North El seats into the new HFELC.

Motion to: Accept and approve Head Start Director Reports, including revisions to the Policy Council Bylaws and plans to continue the current programming path awaiting Change in Scope approval.

Motion by: Ryan R.

Seconded: Ryan S.

Vote: AIF

7. **KVCAP Board Meeting: September Meeting.**

Discussed highlights: Collaboration talks in Pittsfield; KVCAP fiscally sound and navigating the shutdown at this time; Personnel policies were approved; Board bylaws were approved.

8. **Meeting Highlights**

- Meet and Greet was held!
- Staff and PC reps were recognized with thank you's.
- Approved revised PC Bylaws.
- Changed the date of our next meeting to November 18, 2025.
- Recruiting for the next policy council, parent committee voting to occur over the next few weeks.

9. **Treasurer's Report:** Beginning Balance: \$200.00, Paid Out: \$104.50, Remaining Balance: 95.50.

Motion to: Approve the Treasurer's Report as given.

Motion by: Janalynn

Seconded: Karrie

Vote: AIF

10. **Adjourn**

Motion to: Adjourn

Motion by: Ryan S.

Seconded: Tram

Vote: AIF