

Policy Council Meeting Minutes

January 13, 2026

1. **Open Meeting**

Motion to: Open the meeting

Motion by: Lauren F.

Seconded: Heather

Vote: AIF

2. **Roll Call and Attendance (identify additional Orientation needs)**

P=Present A=Absent E=Excused Z=Zoom

Representatives:

E	Karrie Breton, Community Rep	P	Adriarna Mitchell, Community Rep
Z	Tiva Dalton, Hight	P	Mary-Gene Rumery, Hight
P	Kimberly Dupray-Lee, Canaan	P	Will Stecher, Community Rep
P	Lauren Fox, Community Rep	P	Cheyenne Storm, ECM
P	Cearra Grandmaison, Community Rep	P	Heather Vallier, ECM
A	Lauren Lancaster, ECM	P	Janalynn White, Hight
P	Jermain Martin, ECM		

Staff:

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

3. **David Poulin, Nutrition Coordinator:** Dave joined to discuss meal services, menu options, and portion sizes in response to questions and concerns raised at last month's meeting. Some highlights of the discussion include:

- Dave explained some differences among locations regarding menu creation and meal preparation. Educare prepares food on-site and delivers it to KVCC. In other locations, food is prepared by the district for all children in the building, including preK. At Hight, the district also prepares infant-toddler meals, with some KVCAP support on menu development. There is ongoing work to incorporate more homemade items in districts, with a close collaboration in SAD54 at the new school.
- Water is available in classrooms: some have individual water bottles and others offer cups at the sinks. If there are questions about accessibility, please bring that forward to your classroom teacher.
- Discussed menu items and everyone's goal for the children to have nutrient rich foods at meals and snacks. Concerns around cereals and goldfish were raised. Dave shared food labels for cereals and snacks that are available through vendors with lower sugar content and all natural dyes, compared to what is available in the grocery store. Dave is working with SAD54 to offer more protein (yogurt, cottage cheese, etc) for breakfast and snacks and has seen progress toward the goals they are working on. Discussed serving sizes and the guidelines provided by Head Start, USDA, and CACFP. Dave is working with school districts and has seen progress in the amount of food being provided to each classroom to assure adequate portions for each age group. District food prep is based on attendance due to reimbursement being allowed only for the number of children included in morning attendance reporting. Hight is currently offering the school aged portion to preK and the preK portion to infant-toddler classrooms, which is helping to assure more food is available overall. Dave brought plated samples of what a serving size looks like for 0-3 and then 3-5. He also shared that there are added child portions for staff to model. Extra items are available in classrooms and we are building a greater variety of these items, including protein rich foods, to offer if children are still hungry. Overall, reimbursements are not keeping up with food costs at this time. Other funds, including our one-time nutrition grant are supporting costs for this program year.
- While progress is being made, there are still areas for ongoing improvement. Dave will continue to work with districts and will coordinate a separate meeting with SAD54 leadership to discuss specific questions being compiled by Mary-Gene and Adriarna in the 'parking garage'. Dave also suggested that funding concerns be brought to the school districts at either the school leadership level or board level. Having specific questions ahead of time will be helpful, and parents will develop agenda items for the conversation.

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

Motion to: Accept and approve meeting minutes from 12/9/2025.

Motion by: Heather

Seconded: Kimberly

Vote: AIF

5. **Annual ERSEA Training:** The Policy Council received their annual ERSEA training (Eligibility, Recruitment, Selection, Enrollment, Attendance), presented by Miriam Jacobs. Head Start mandates Policy Council members receive the training within 90 days of being seated each program year. See the ERSEA Powerpoint presentation for additional information. A concern was raised regarding children who are developmentally ready for an older age group. Classrooms serve identified age groups, with funding sources sometimes guiding placements. Transitions are facilitated as soon as slots are available.

6. **KVCAP Board Updates: No December meeting.**

7. **Head Start Director Updates**

a. Reports/Updates

i. Program Information Summary: Enrollment is 98% in EHS and 96% in Head Start. Still awaiting approval of our Change in Scope.

ii. Credit Card Expenditures: Some updated technology (computer replacements) was purchased. We will see more technology (Ipad) next month to support sign in and sign out requirements for licensing.

b. Program, State, and National updates: continued work to fill staff openings. Numerous bills are being proposed to the legislature, including one to support ongoing salary supplements for staff offering direct care.

Motion to: Accept and approve Head Start Director Reports

Motion by: Lauren F.

Seconded: Heather

Vote: AIF

8. **Family Engagement**

a. Family Survey Summary and Planning: First round of family surveys went well. We received 70 responses with feedback generally positive. Toward the end of February/beginning of March a Winter survey will be distributed to families. Policy Council will confirm questions at the February meeting, including a place for the respondent's name if a follow up is requested.

b. New England Fathering Conference: We have funds available to send some fathers and staff to this conference March 17th-March 20th. Keep us posted if you are interested!

c. Other Family Topics: Will confirm location for February meeting soon.

9. **Meeting Highlights**

- Met with David Poulin about nutrition.
- Received annual ERSEA training.
- The Fall Family Survey received 70 responses.
- Funds available to send two fathers to the New England Fathering Conference.
- Hoping to have the February meeting at the Hight Family Early Learning Center in Skowhegan.

10. **Treasurer's Report:** Beginning Balance: \$200.00, Paid Out: \$140.00, Remaining Balance: \$60.00.

Motion to: Approve the Treasurer's Report as given

Motion by: Will

Seconded: Kimberly

Vote: AIF

11. **Adjourn**

Motion to: Adjourn

Motion by: Heather

Seconded: Lauren F.

Vote: AIF