

## Policy Council Meeting Minutes

December 9, 2025

### 1. Open Meeting

**Motion to:** Open the meeting

**Motion by:** Karrie

**Seconded:** Lauren F.

**Vote:** AIF

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

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

#### Representatives:

P	Karrie Breton, Community Rep	A	Sarah Madore, HomeStart
A	Hunter Martin, ECM	P	Adriarna Mitchell, Community Rep
A	Carolyn Delgado, ECM	P	Mary-Gene Rumery, Hight
P	Kimberly Dupray-Lee, Canaan	P	Will Stecher, Community Rep
P	Lauren Fox, Community Rep	P	Heather Vallier, ECM
P	Cearra Grandmaison, Community Rep	P	Janalynn White, Hight
P	Lauren Lancaster, ECM		

Tiva Dalton joined via zoom as an interested parent from Hight.

Discussion regarding PC reps that have not yet attended this year. Follow-up occurring regarding their continued involvement with PC.

#### Staff:

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

### 3. Christina Stafford, Health Services Manager

- a. Health and Mental Health Services Advisory Committee - overview of the committee members and typical agenda topics. All are welcome to attend, please reach out to Christina if you are interested.
- b. Dental clinics in process. These have been very successful and we appreciate the ongoing partnership with Waterville Community Dental. Dental kits were recently delivered to all sites.
- c. The Stuff Coalition: an effort funded by a Maine Children's Trust grant to provide concrete supports including diapers, formula, cleaning supplies, safety and other items critical for family well-being. More info to come.
- d. Child health data and 45-day screening status overview: completion data is looking great. We have a team visiting sites doing hearing and vision screenings. Follow-up recommended to assure hearing screenings occur in a quiet/separate space.
- e. WIC: we want to support all eligible families to apply for and receive WIC. Information on the healthy foods and resources offered is being shared to families and Family Coaches are available to support.
- f. Discussion regarding child meals with questions regarding nutritional value and portions. We will invite Dave Poulin, Nutrition Coordinator, to join for further conversation related to food services in January.

### 4. Officer Elections: held elections for all officer positions.

- a. Chair: Mary-Gene Rumery, Unanimous
- b. Vice-Chair: Karrie Breton, Unanimous
- c. Secretary: Janalynn White, Unanimous
- d. Treasurer: Lauren Fox, Unanimous
- e. Liaison to KVCAP Board: Mary-Gene Rumery, Unanimous

### 5. Review / Approval of November Policy Council Meeting Minutes

**Motion to:** Accept and approve meeting minutes from 11/18/2025.

**Motion by:** Lauren F.

**Seconded:** Heather

**Vote:** AIF

6. **KVCAP Board Updates: Annual Meeting:** Highlights provided, including SETC musician performance and recognitions of Board members. No December meeting to be held.
7. **Head Start Director Updates**
  - a. Reports/Updates
    - i. Program Information Summary: Enrollment for EHS is 99% and Head Start is 95%; still awaiting approval of Head Start Change in Scope which will put us above the 97% target. Attendance: above 85% target even with lots of illnesses circulating. Reviewed budget: no questions.
    - ii. Credit Card Expenditures: Question regarding the number of diaper orders - these are sent in separate order to individual HomeStart locations.
  - b. Program, State, and National updates: Hired new CFO. CEO is moving to FL next summer-plans being discussed with the Board. Focusing on staff professional development and investments to help staff orient with Mentor Teacher positions in place. Meeting with Governor Mills and the Right from the Start Coalition held last week with advocacy messages for the ECE field, including two priorities: CCAP waitlist (some movement recently) and staff compensation. Funding is starting to come through for LiHeap. Cearra talked about a new project called Build HOPE through the Maine Equal Justice.

**Motion to:** Accept and approve Head Start Director Reports

**Motion by:** Karrie

**Seconded:** Will

**Vote:** AIF

8. **Family Engagement**

- a. Parent Powered Data Update: Miriam shared statistics for KVCAP and MSAD 54 programs. We are seeing fewer opt outs as the app is becoming more familiar. Parents reported receiving eye catching messages, conversation starters with kids, local events, and resources.
- b. Family Survey: 53 responses so far; will distribute results at January meeting and review questions for the next survey to go out in February/March.
- c. Other Family Topics: Revisited nutrition conversation for Hight and Educare. Will have more conversation in January.

9. **Meeting Highlights**

- Christina joined: Health and Mental Health Advisory Committee and follow up meeting being planned for nutrition conversation
- Elected PC Officers
- Build HOPE Project
- Complete your Family Survey if you haven't yet – Site staff have the QR code

10. **Treasurer's Report:** Beginning Balance: \$200.00, Paid Out: \$160.00, Remaining Balance: \$40.00.

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

**Motion by:** Karrie

**Seconded:** Heather

**Vote:** AIF

11. **Adjourn**

**Motion to:** Adjourn

**Motion by:** Heather

**Seconded:** Cearra

**Vote:** AIF