

# Policy Council Meeting Minutes

February 10, 2026

## 1. Open Meeting

**Motion to:** Open the meeting

**Motion by:** Karrie

**Seconded:** Lauren

**Vote:** AIF

## 2. Roll Call and Attendance

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

### Representatives:

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

### Staff:

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

## 3. Mikki Lane, Chief Administrative Officer: Personnel Policies/Procedures

Mikki reviewed changes drafted in the KVCAP Personnel Policy/Procedure Manual. Changes include clarifications to language, incorporating flexibility where it makes sense, making procedures more clear, and removing acronyms not easily understood by employees. Reviewed policy changes regarding PTO, bereavement leave, substances. Reviewed procedural changes within prohibited personal items, dress code, video and audio surveillance, social media accounts, internal job applicants, and rehiring previous employees. A slide overview was shared, and training will be rolled out to staff including presentations/videos. All staff will be required to view the policies/procedures annually, which will be tracked through the Paylocity system. Mikki will also be available to review the policies with employees and to answer questions. The group supported the changes being made, and thanked Mikki for her time.

## 4. Review / Approval of January Policy Council Meeting Minutes

**Motion to:** Accept and approve meeting minutes from 1/3/2026.

**Motion by:** Lauren

**Seconded:** Karrie

**Vote:** AIF

## 5. KVCAP Board Updates January: Held via zoom. KVCAP remains fiscally sound and the Policy Council Bylaw changes were approved.

## 6. Head Start Director Updates

### a. Reports/Updates

- i. Program Information Summary: We achieved the goal of 97% enrollment for both Head Start and Early Head Start. We continue to focus on staff recruitment and retention strategies. Teacher Aide turnover is high and we are looking into ways to reduce this, with wages and technical assistance plans being discussed. We will be attending local Career Fairs and posting open positions on KVCAP and district sites. The budget is on track for this program year and upcoming space assessments will contribute to in-kind.
- ii. Credit Card Expenditures: The largest purchases were professional development opportunities and iPads for classrooms to support sign in/sign out of children to more efficiently meet licensing requirements.
- iii. Enrollment Letter from OHS: We received the official letter closing out our Early Head Start underenrollment plan.

- b. Program, State, and National updates: PC Bylaw changes have been approved by the Board. The program is implementing a new Interview team approach to streamline the processing of applications, interviews, and candidate hire packets. We hope this change will expedite the screening and hiring process as we work to become fully staffed.

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

**Motion by:** Janalynn

**Seconded:** Karrie

**Vote:** AIF

7. **Family Engagement**

- a. Family Survey Winter draft: reviewed a draft of the Winter 2026 Family Survey. No edits recommended. The survey will be disseminated through Procure and at Family/Teacher conferences in the coming weeks.
- b. Confirm future meeting locations: meetings will alternate between Educare and Hight through June. The rest of the year locations TBD but will likely continue alternating between the two locations..
- c. Other Family Topics: Family Coaching staff will be on the agenda for next month as well as a Parent Ambassadors. We will also invite Pamela Thompson, President of the KVCAP Board for introductions to PC members, supporting overall collaboration.

8. **Meeting Highlights**

- Reviewed the draft Personnel Policy and Procedure manual.
- Winter Family Survey was approved and will be distributed.
- Family Coaches, Parent Ambassadors and Board President will be invited to PC in March.

9. **Treasurer's Report:** Beginning Balance: \$200.00, Paid Out: \$61.00, Remaining Balance: \$139.00

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

**Motion by:** Karrie

**Seconded:** Heather

**Vote:** AIF

10. **Adjourn**

**Motion to:** Adjourn

**Motion by:** Heather

**Seconded:** Karrie

**Vote:** AIF