

Policy Council Meeting Minutes

April 14, 2026

1. **Open Meeting**

Motion to: Open the meeting

Motion by: Karrie

Seconded: Will

Vote: AIF

2. **Roll Call and Attendance**

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

Representatives:

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

Staff:

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

3. **Review / Approval of March Policy Council Meeting Minutes**

Motion to: Accept and approve meeting minutes from 3/10/2026 with one edit.

Motion by: Heather

Seconded: Karrie

Vote: AIF

4. **KVCAP Board Updates March:** Board received annual ERSEA training; KVCAP remains fiscally sound; still waiting on final decision regarding transportation with Modivcare.

5. **Head Start Director Updates**

a. Reports/Updates

- i. Program Information Summary: Early Head Start enrollment is going strong, a dip for Head Start. Attendance is looking strong above 85%. Family Coaches should be reaching out and getting information about barriers to attendance or creating attendance plans. The program is financially sound, on track with the budget.
- ii. Credit Card Expenditures: Reviewed, no questions.
- iii. Policy and Procedure Guidance: Reviewed proposed changes and approach to use KVCAP overarching policies whenever possible, changing some program documents to procedures instead. A motion to approve the changes was made and the approval vote is included with accepted directors reports.
- iv. Health & Mental Health Services Advisory Committee: this continues to be a strong collaborative connection, bringing together various disciplines, parents, and staff.

b. Program, State, and National updates:

- i. Revisit Funding Letter from March Meeting: Sarah clarified that the notice we received was a reminder to submit our grant application by June 1st, with no change in funding or slots for the next year. We can also apply for one time funding for specific program improvements or to meet health and safety needs.
- ii. Grant Budget Prep/Key Changes: Sarah shared and reviewed the budget highlights with known budget impacts including some rising costs. No major programming changes recommended. A Continuation Grant letter was also presented and reviewed. This was also included in the motion to accept in the directors report.

Motion to: Accept Head Start Director Reports, including changes to the Policy/Procedure Guidance and approval of our Early/Head Start budget and Continuation Grant recommendations.

Motion by: Karrie

Seconded: Will

Vote: AIF

6. Family Engagement

- a. Winter Family Survey results/confirm Spring Family Survey questions: great results overall with some families noting they are looking for more connection opportunities. We will discuss more in-depth next month. The winner for the gift card was drawn, congrats to Felicia Ward. The questions for the final survey of the year were finalized. This will go out to families in May.
- b. Fatherhood Conference: debrief tabled until next month.
- c. Revisit Staff Appreciation Ideas: additional ideas were shared about what we could do for gifts or making boxes that cards or thank yous could be placed in. Please email Sarah with specific ideas.
- d. Skowpendous Mobile Health Unit: poster shared for the mobile health unit, scheduled to be at Skowpendous on April 24th.
- e. Collaboration with Girl Scouts: expanding their partnerships and offering free memberships for Head Start families. Miriam will double check on assistance with other costs (vest, badges, etc).
- f. Parent Powered Survey: a survey will be sent out soon, be on the lookout.
- g. ECE Day at the Statehouse: being held April 22nd. Flyer shared.
- h. Head Start goes to Capitol Park: being held May 15th. Flyer shared.
- i. Joining Interviews for Staff Positions: we encourage parents to join. If anyone is interested, please email Sarah.
- j. Other Parent Topics: Heart to Heart Farm in Albion, Agricultural kids day at the Windsor Fair Grounds.

7. Meeting Highlights

- Skowpendous! Friday, April 24th.
- ECE Day at the Statehouse and Head Start goes to Capitol Park (please share flyers with locations).
- The Spring Survey will go out early May.

8. Treasurer's Report: Beginning Balance: \$200.00, Paid Out: \$91.00, Remaining Balance: \$109.00

Motion to: Approve the Treasurer's Report as given

Motion by: Heather

Seconded: Adriarna

Vote: AIF

9. Adjourn

Motion to: Adjourn

Motion by: Will

Seconded: Karrie

Vote: AIF