Policy Council Meeting Minutes

May 12, 2026

1. **Open Meeting**
   Motion to: Open the meeting
   Motion by: Karrie
   Seconded: Heather
   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	E	Adriarna Mitchell, Community Rep
P	Lauren Fox, Community Rep	P	Mary-Gene Rumery, Hight
A	Cearra Grandmaison, Community Rep	E	Will Stecher, Community Rep
A	Jermain Martin, ECM	E	Cheyenne Storm, ECM
P	Keane Carlin, Hight	P	Heather Vallier, ECM
		P	Janalynn White, Hight

   Staff:

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

3. **Review / Approval of April Policy Council Meeting Minutes**
   Motion to: Accept and approve meeting minutes from 4/14/2026.
   Motion by: Karrie
   Seconded: Heather
   Vote: AIF

4. **KVCAP Board Updates:** Board met on April 22nd. KVCAP remains fiscally sound. Reviewed Wipfli audit results, KVCAP remains low-risk. Reviewed Maine's Paid FML. Approved Head Start budget for 2026-2027 and C&FS Policy/Procedure Guidance. May 27th is the next meeting.

5. **Head Start Director Updates**
   a. Reports/Updates:
      i. Program Information Summary: EHS enrollment is 100%, Head Start at 92% for April. We continue to await word on our Change in Scope (CiS) that would 'right size' our slot allocation and help us become fully enrolled in Head Start. Budget is on track for the year, and we are supporting as much professional development for staff as possible, including travel to conferences for Conscious Discipline and Nature Based Learning.
      ii. Credit Card Expenditures: reviewed, no questions.
   b. Program, State and National Updates:
      i. Educare Summer Camp: Educare is offering a summer camp for kids going into kindergarten. This will run for 3 days per week for 3 weeks.
      ii. Learning From Maine Premiere: A great time rolling out the red carpet! The host, Derek Pierce, was really entertaining and engaging. There was a Q&A after where the kids were able to answer questions. The video will broadcast on May 21st on Maine Public. We will send out the youtube link once it is available.
      iii. Head Start Grant Prep: The grant will be submitted before the end of the month. If the CiS is approved before we submit, it will be incorporated into the grant application/budget. If we don't hear, we will submit with our current funded slot numbers. If the CiS is denied, we will likely be placed on an under-enrollment plan and we will talk together about strategies to increase enrollment.
      iv. Other: A notice was sent out today, noting the end of funding for the state Staff Employment Award pilot, which helped staff to pay for their own childcare. Staff are being encouraged to apply for CCAP, as the wait list is now getting smaller.

Motion to: Accept and approve Head Start Director Reports
Motion by: Lauren
Seconded: Karrie
Vote: AIF

6. **Family Engagement**
   a. NEHSA Conference Overview: Lauren Fox attended for the second year and shared that it was nice to connect with other parents. She shared feedback about repeating presenters and information shared year over year. Sarah will share this with conference planners, in hopes of having new topics to dig deeper. Big takeaways were ideas around expanding experiences for family engagement in Head Start and making connections even stronger. Lauren will lead an activity for us to explore thoughts and ideas together.
   b. Fatherhood Conference Overview: Keane and Jermain went to the conference. Keane shared that it was inspiring. The guest speakers were incredible and engaging, really pushing him to start a dad group with different types of events that could be held. He went to a father/daughter dance and talked to other dads about getting together in different configurations: Dads only, Dads and kids and then Dads and family. Keane will keep us updated on opportunities as they are planned as he works to form a stronger community by continuing to show up.
   c. NHSA Parents Unite Conference Overview: Miriam went with two parents to DC. It was more of an event than a conference, with parents talking to legislators about the impacts and importance of Head Start. It was very empowering to see parents bonding and sharing their experiences. We hope this energy for supporting Head Start continues!
   d. Head Start Goes to Capitol Park: Originally planned for May 15th, but will use the rain date of May 29th as the weather was not looking good for Friday. A new flyer will be sent out.
   e. Family Connections Activity: Start, Stop, Continue activity. We had open conversation and brainstormed about things we want to see Start, Stop and Continue related to family engagement. Lots of great ideas were talked about and written down. We will revisit ideas next month. Thank you to Lauren for leading us in this activity!
   f. Other Parent Topics: Mary-Gene shared a flyer for the Annual Antique Tractor Festival coming up on June 26th, 27th and 28th. All are welcome!

7. **Meeting Highlights**
   1. Welcomed Keane to the council, new rep from HFELC.
   2. The Learning from Maine Premier.
   3. Head Start Goes to Capitol Park has been rescheduled to May 29th at Capitol Park in Augusta.
   4. Family Connections Activity to brainstorm ideas to increase family engagement.

8. **Treasurer's Report:** Beginning Balance: $200.00, Paid Out: $59.28, Remaining Balance: $140.72
   Motion to: Approve the Treasurer's Report as given
   Motion by: Karrie
   Seconded: Heather
   Vote: AIF

9. **Adjourn**
   Motion to: Adjourn
   Motion by: Heather
   Seconded: Karrie
   Vote: AIF