Policy Council Meeting Minutes

June 9, 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	Keane Carlin, Hight	P	Will Stecher, Community Rep
P	Lauren Fox, Community Rep	A	Cheyenne Storm, Educare
P	Cearra Grandmaison, Community Rep	E	Heather Vallier, Educare
A	Jermain Martin, Educare	P	Janalynn White, Hight
E	Adriarna Mitchell, Community Rep		

   Staff:

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

3. **Review / Approval of May Policy Council Meeting Minutes**
   Motion to: Accept and approve meeting minutes from 5/12/2026.
   Motion by: Karrie
   Seconded: Will
   Vote: AIF

4. **KVCAP Board Updates May:** The Board met on May 27th and received their annual ROMA training and CSBG training. A discussion about COLA resulted in approval of 3%, this was communicated to staff yesterday. KVCAP remains fiscally sound. Transportation is still up and running. After a DHHS audit, a settlement offer was made and accepted related to State Head Start funds, so this is now resolved. Our Federal Head Start Grant was submitted. The board had a conversation about a new CEO, more information to come. The VITA program assisted with 347 tax returns this spring, this was a great success.

5. **Head Start Director Updates**
   a. Reports/Updates
      i. Program Information Summary: EHS enrollment remains strong, below the 97% threshold for HS. We submitted our Federal Head Start grant. We did need to provide some added info in addition to the identified grant package requirements, including a more detailed T&TA plan. We are still hopeful that our Change in Scope will be approved. Strong child attendance the last few months. Recent Family Events were shared showing things happening across the program, and to help us as we think about areas to expand activities. Still on track with the budget, supporting T&TA as much as possible with conference attendance for numerous staff.
      ii. Credit Card Expenditures: Primarily diapers, materials and registrations/travel expenses for training.
   b. Program, State, and National updates:
      i. Head Start Grant/Change in Scope update: Please see notes above.
      ii. Head Start COLA: Agency voted for 3% COLA to be issued to C&FS staff on 9/1. HS COLA award 0.635%, about $44k, we will cover the remaining portion of the agency COLA with other program funds. We should have a final federal amount confirmed when our grant notice of award (NOA) comes through.

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

6. **Family Engagement**
    a. Spring Family Survey Data: Received 97 responses. See Spring 2026 Family Survey Overview with details.
    b. Head Start Goes to Capitol Park recap: Low turnout overall, but a great event. Vendors like WIC were there. Parent ambassadors did tours.
    c. Family Events (fatherhood, building community): Fatherhood conversation tabled until next month.
    d. Other Parent/Family Topics: Mary-Gene discussed setting up a team meeting with parents and teachers to help with retaining staff and providing both positive and constructive feedback. Miriam will reach out to Ali G. to start a conversation. Content leads will be invited to the July meeting.

7. **Meeting Highlights**
    - Reviewing Spring Survey Data
    - Looking at opportunities for parents and teachers to make connections
    - Head Start grant was submitted federally
    - Head Start COLA was granted

8. **Treasurer's Report:** Beginning Balance: $140.72, Paid Out: $89.00, Remaining Balance: $51.72.
    Motion to: Approve the Treasurer's Report as given
    Motion by: Janalynn
    Seconded: Karrie
    Vote: AIF

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