Policy Council Meeting Minutes

July 14, 2026

1. **Open Meeting**
   Motion to: Open the meeting
   Motion by: Heather
   Seconded: Cearra
   Vote: AIF

2. **Roll Call and Attendance (identify additional Orientation needs)**
   P=Present A=Absent E=Excused Z=Zoom

   Representatives:

E	Karrie Breton, Community Rep	Z	Adriarna Mitchell, Community Rep
P	Lauren Fox, Community Rep	P	Mary-Gene Rumery, Hight
P	Cearra Grandmaison, Community Rep	E	Will Stecher, Community Rep
A	Jermain Martin, ECM	Z	Cheyenne Storm, ECM
E	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		

   *A letter to Jermain or contact will be made by Mary-Gene.

3. **Content Lead Connections with Tammie Davis, Jami Pollis and Christina Stafford:**
   a. Child Outcomes Overview: Tammie shared a packet with child and classroom data and information about the tools used to capture data and share reports. The group engaged in a great conversation around DRDP and child transitions from infant-toddler classrooms to preschool. Planning needed to support staff training for children with Pica.
   b. Family Engagement and Fatherhood Initiative check-in: Agenda items tabled until next month when dads who attended the fatherhood conference and are leading initiatives can join. We will also plan a future conversation with ECE and Family Services Supervisors to share more about the group activity learnings from a previous meeting and program planning related to family engagement.

4. **Review / Approval of April Policy Council Meeting Minutes**
   Motion to: Accept and approve meeting minutes from 6/9/2026.
   Motion by: Lauren
   Seconded: Cearra
   Vote: AIF

5. **KVCAP Board Updates:** Mary-Gene joined virtually. The agency hired Dave Pelton as the new CEO after a Board recommendation. Thank you to Mary-Gene for representing PC on the KVCAP Board and being a part of this decision process. Dave is currently KVCAP's CFO and will transition to CEO effective October 1st. KVCAP remains in strong financial standing. The Board was also notified that we are still waiting for a final decision on our Change in Scope for Head Start.

6. **Head Start Director Updates**
   a. Reports/Updates:
      i. Program Information Summary: Please reference Sarah's report and information shared. Great conversation around the need for superintendent agreements for three year olds with IEP's and eligibility for private pay slots. Current enrollment reviews as well as accepted numbers for fall. Budget reviewed, on track as the program year is winding down.
      ii. Credit Card Expenditures: Reviewed report, no questions on expenses.

b. Program, State and National Updates:
    i. Program Structure (CEO; C&FS changes): The agency has transitioned to having one COO for all the agency departments. In our program, structure changes are moving forward, with Rhonda Kaiser and Erica Palmer to oversee operations for all our program locations. With this new oversight model, our goal is to focus on streamlined systems, communication, and bringing all the programs together in a meaningful way.
    ii. Head Start Grant and CiS check-in: We are awaiting our grant NOA. Last year it was approved in August, so we will be expecting word by the next meeting. The CiS is still in process, no official word yet.
c. Documents reviewed:
    i. Community Complaint Policy and Procedures: reviewed, no questions or changes recommended.
    ii. Internal Dispute Resolution Policy and Procedures: reviewed, no questions or changes recommended.
    iii. Policy Council Bylaws discussion: reviewed current Bylaws and Parent/Community seats assigned. Will discuss further next month.

Motion to: Accept and approve Head Start Director Reports, including approval of the Community Complaint Policy and Procedures, as well as the Internal Dispute Resolution Policy and Procedures. The Policies will go to the KVCAP Board in August.
Motion by: Janalynn
Seconded: Lauren
Vote: AIF

7. **Family Engagement**
    a. Other Parent Topics: PC parents have been joining interviews and reviewing packets for potential hires, thank you!

8. **Meeting Highlights**
    1. New CEO decision has been finalized.
    2. Tammie, Jami and Christina joined for Content Connections.
    3. Structure and Policy Council By-laws discussions.

9. **Treasurer's Report:** Beginning Balance: $200.00, Paid Out: $85.28, Remaining Balance: $114.72
Motion to: Approve the Treasurer's Report as given.
Motion by: Cearra
Seconded: Janalynn
Vote: AIF

10. **Adjourn**
Motion to: Adjourn
Motion by: Heather
Seconded: Cearra
Vote: AIF