Policy Council Meeting Minutes

August 11, 2026

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

2. **Roll Call and Attendance**
   P=Present A=Absent E=Excused Z=Zoom

   Representatives:

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

   *This was Heather's last meeting, she will be stepping down from her seat as there is now a conflict of interest with a family member who has become a KVCAP employee. Heather will not vote for the remainder of the meeting. Information on Parent Ambassadors was shared, Cheyenne and Heather will connect more on this. Thank you for your PC commitment, Heather!
   **Council voted to terminate Jermain after he missed 4 meetings. Motion: Mary-Gene, Second: Janalynn, AIF: Yes. We wish Jermain well!

   Staff:

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

3. **Review / Approval of JulyPolicy Council Meeting Minutes**
   Motion to: Accept and approve meeting minutes from 7/14/2026.
   Motion by: Janalynn
   Seconded: Lauren
   Vote: AIF

4. **KVCAP Board Updates:** No meeting in July. Mary-Gene gave an update regarding transportation, which will stay with Penquis until December and change to Modivcare in January.

5. **Head Start Director Updates**
   a. Reports/Updates
      i. Program Information Summary: Enrollment=89% HeadStart 100% Early Head Start, met In-Kind goal!, working on fall enrollment with 43 overall openings, budget is looking good.
      ii. Credit Card Expenditures: no questions from the group.
   b. Program, State, and National updates:
      i. OHS IM: New IM released regarding Enrollment Reductions. We are working to get clarity on what this means for our pending Change in Scope. We are hopeful ours is far enough through the approval process to be finalized.
      ii. Head Start Grant NOA and CiS updates - received our NOA for 2026-2027 funding, CiS updates above.
      iii. Overview of NPRM: shared summary and next steps. We will discuss more at our September meeting.
      iv. Preservice and Ongoing T&TA plans for staff: Preservice all staff day is on Friday 8/14, PC is invited to join at KVCC! We are working to coordinate future closure days so we can bring everyone together more often. Jami Pollis will be taking on a more dedicated T&TA role for the program which will be a great support overall.
   c. Documents for review
      i. Policy Council Bylaws: Talked about the number of seats for Community Representatives and also assigned numbers including the float position. Wording for Termination of membership will be changed to

include direct outreach instead of a written warning. Wording for Policy Council Liaison in the last sentence. Motion to accept PC Bylaws revisions: Lauren, Second: Karrie, AIF: Yes.

ii. ERSEA Policy: Recruitment language is being added here from another document. The other document will be eliminated. Priority points for families experiencing homelessness will be added, matching points given for Open Protective status. Under Site selection criteria (additional considerations) the administrative process is no longer in place for superintendent agreements in Waterville, all families must now follow the same process. Motion to accept ERSEA Policy revisions: Karrie, Second: Lauren, AIF: Yes.

Motion to: Accept Head Start Director Reports
Motion by: Janalynn
Seconded: Mary-Gene
Vote: AIF

6. **Family Engagement**
   a. October Meet & Greet planning: Plan to recognize staff again, send write-ups to Mary-Gene prior to September meeting. Lauren Fox to create an invitation. The room will be set up for greater connection as a larger group. We will have good food! and a chance for PC members to share highlights from their perspective on the council. More planning to occur during the September meeting.
   b. Other Parent/Family Topics: None.

7. **Meeting Highlights**
   - Celebrate Jami Pollis' new role (T&TA Manager).
   - Moving ByLaws and ERSEA changes to the KVCAP board for approval.
   - Staying up to date on federal changes with Head Start.
   - Save the Date for the October Meet and Greet, October 13th at Educare.
   - Head Start Grant Notice of Award received for the 2026-2027 program year.

8. **Treasurer's Report:** Beginning Balance: $200.00, Paid Out: $65.00, Remaining Balance: $135.00
   Motion to: Approve the Treasurer's Report as given
   Motion by: Janalynn
   Seconded: Mary-Gene
   Vote: AIF

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