Policy Council Committee Meeting Minutes
October 8, 2024
5:30 PM – 7:30 PM

1. **Meet and Greet: Welcome, Dinner, and Recognitions to PC Members and Staff**
   Welcomed all parents and staff who joined to learn more about Policy Council! Current PC reps shared a gift and recognized Jeanine Deas and Tina Gagnon for their continued promotion of Policy Council to families, you are making a difference!! PC reps also shared flowers and recognized the staff who offer childcare during PC meetings, we could not hold meetings without you! Staff recognized the current seated PC council with a thank you gift for all your time and dedication you have given to the council this year! Your voices have been so critical!

   The current PC reps sat on a panel and answered questions, sharing about their experience with PC, how they feel their voice has made a difference, how their experiences have impacted them, and other important messages. Thank you for the rich discussion and information sharing! We truly hope that all visitors go back to their parent committees and express interest in running for a PC seat. Our PC Orientation will be on November 12th!

2. **Open Meeting**
   Motion to: Open Meeting
   Motion by: Bryan
   Seconded: Ryan S.
   Vote: AIF

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

   Representatives:
   P - Mary-Gene Rumery (Officer, Educare Full-Day)   **P** - Ryan Savery (Albion, Community Rep)
   P - Kristen Gammon (Officer, Community Rep)   **P** - Bryan Deleonard (Officer, Community Rep)
   E - Ashley Beaulieu (Officer, Educare Part-Day)   **P** - Ryan Riopell (Albion, Community Rep)

   Staff:
   P - Sarah Lavallee, Head Start Director
   P - Miriam Jacobs, Family Engagement Manager
   P - Cathy Michaud, Administrative Assistant

4. **Review / Approval Policy Council Meeting Minutes**
   Motion to: Accept and approve meeting minutes of 9/10/2024
   Motion by: Bryan
   Seconded: Ryan S.
   Vote: AIF

5. **Family Engagement**
   a. Policy Council recruitment is underway!

6. **Head Start Director Updates**
   a. Reports/Updates:
      i. We have new Policy Council Bylaws: approved by the Board in September. Highlighted changes/additions to assigned seats, and the flexibility of community seats.
      ii. Credit Card Expenditures: the report was briefly discussed, and members were encouraged to bring any questions to the November meeting.
      iii. Program Information Summary Report: As of the end of September, we are able to report to Head Start that we are fully enrolled, which is a huge accomplishment!
      iv. Health/Safety and Governance Screeners are in process. Due to be certified within 75 days of our new year 1 grant start.
   b. Policy and Procedure Guidance: reviewed changes and purpose.

Motion to: Accept and approve the reports as presented
Motion by: Ryan S.
Seconded: Ryan R.
Vote: AIF

7. **KVCAP Board Updates:** FYP 2024/2025 budget was voted on and approved. KVCAP transportation continues to work through the current contract with the state, with no forward progress being made at this time. Policy Council Bylaws were voted on and approved by the Board. This in turn prompted the Board to revise and approve their Bylaws. The Board voted to purchase the land that the 37 unit low income housing units will be built on King Street,instead of waiting for Maine State Housing.

8. **Erin Whitham: Community Based Spaces discussion:** Erin spoke to the group regarding community needs.

9. **Meeting Highlights:**
   - Meet and Greet was held
   - Community Based Spaces discussion, please share flyers with the survey link and QR code.
   - Policy Council recruitment is occurring, please share this opportunity with all families. If there are community members you would recommend, please refer them to Sarah Lavallee!

10. **Treasurer's Report:** Beginning balance of $200 – Paid out $20.00 – Remaining Balance $180.00.
    Motion to: Approve the Treasurers report as given
    Motion by: Ryan S.
    Seconded: Bryan
    Vote: AIF

11. **Adjourn**
    Motion to: Adjourn the meeting
    Motion by: Ryan S.
    Seconded: Kristen
    Vote: AIF