

# Policy Council Meeting Minutes

December 10, 2024

5:30 PM – 7:30 PM

Educare Central Maine, Waterville

## 1. Open Meeting

**Motion to:** Open Meeting

**Motion by:** Ryan Savory

**Seconded:** Karrie Breton

**Vote:** AIF

## 2. Roll Call and Attendance (identify additional Orientation needs)

P=Present A=Absent E=Excused Z=Zoom

### Representatives:

|   |                                  |   |                                     |
|---|----------------------------------|---|-------------------------------------|
| P | Karrie Breton (Educare Part-Day) | Z | Lauren Lancaster (Educare Full-Day) |
| E | Cearra Cater (HomeStart)         | Z | Tram Martin (Community Rep)         |
| P | Shaunda Cunningham (North El)    | P | Ryan Riopell (Community Rep)        |
| P | Bryan Deleonard (Community Rep)  | P | Mary-Gene Rumery (Educare Full-Day) |
| P | Lauren Fox (Mill Stream)         | P | Ryan Savory (Community Rep)         |
| P | Kristen Gammon (Educare Float)   |   |                                     |

### Staff:

|   |  |   |   |
|---|--|---|---|
| P | Sarah Lavallee, Head Start Director      | Z | Noella DesPres, Family Coach Supervisor |
| P | Miriam Jacobs, Family Engagement Manager | Z | Ashley Groder, Family Coach Supervisor  |
| P | Kristin Ludwig, Program Assistant        | P | Jami Pollis, I-T Partnership Manager    |

## 3. Officer Elections: representatives expressed interest and private ballots were used to cast votes.

**Elected Chairperson:** Mary-Gene Rumery

**Elected Vice-Chairperson:** Karrie Breton

**Elected Secretary:** Kristen Gammon

**Elected Treasurer:** Bryan Deleonard

**Elected Liaison to the KVCAP Board:** Mary-Gene Rumery

## 4. Family Engagement

- a. Parent Committees/Engagement: Noella DesPres, Ashley Groder, and Jami Pollis joined to discuss connections between PC and Parent Committees in the various locations. It has been challenging lately bringing parents together for a separate meeting, so sites are making connections and disseminating information in other ways:

- Educare: Policy Council reps currently report to Family Coaches who post information on bulletin boards in both hallways of the school.
- North El: Policy Council information currently goes to Family Coaches who include it in a newsletter to parents. They also post minutes in the classrooms.
- HomeStart: Providers are actively finding ways to engage parents (family dinners, events, etc) which have been well attended. Policy Council information is shared in a newsletter.

Ideas/thoughts discussed:

- Share messages on Procare with updates and info about upcoming meetings (include a brief overview of what happens at PC meetings with agenda items to give parents a clearer idea of the importance of the Policy Council).
- Include activities with children and door prizes/raffles at parent meetings to encourage attendance. Family engagement funds can help support this.
- Terminology is important so people feel connected (ex. Family Activity Night instead of Parent Meeting).
- Share positive things happening at sites during Policy Council meetings. Reps could do a quick report at the beginning of meetings.

- Offer a dinner or snacks with parents and the Policy Council reps at outlying sites. Noella will reach out to Somerset to explore getting parents together with a PC rep.

We will revisit Parent Committees/Engagement over the next couple of months to see how things are going.

5. **Review / Approval of November Policy Council Meeting Minutes**

**Motion to:** Accept and approve meeting minutes from 11/12/2024

**Motion by:** Ryan Savery

**Seconded:** Ryan Riopell

**Vote:** AIF

6. **Head Start Director Updates**

a. Reports/Updates

- i. Program Information Summary: We remain fully enrolled! The 12-month period for the EHS under-enrollment plan ended November 4th and we expect close monitoring of enrollment for the next 6 months. Head Start's 12 month period ends February 8th. Dental Clinics have had high participation, as it is hard to get into a dentist right now. Attendance for October was good with most absences due to health reasons. There is some chronic absenteeism that is being reviewed locally at sites and Family Coaches and Teaching staff are following up with families to support any barriers that are impacting attendance. This is a program goal being focused on. The Council discussed various reasons for child absences and the different ways to approach follow up with families. Budgets are on track.
- ii. Credit Card Expenditures A few questions on expenses were discussed.
- iii. Discussed Head Start Program Performance Standard updates and the FY2025 monitoring process. We are due for a Focus Area 1 virtual review (FA1) this year and anticipate reviewers will want to meet with the Council and possibly the KVCAP Board. We will receive a 45 day notice, and will share this with the Council and Board as soon as we receive it.

- b. Head Start's and KVCAP's 60<sup>th</sup> Birthdays are in 2025! Educare is also celebrating 15 years! We will discuss this more next month.

**Motion to:** Accept and approve the reports as presented

**Motion by:** Karrie Breton

**Seconded:** Ryan Savery

**Vote:** AIF

7. **KVCAP Board Annual Meeting Updates:** KVCAP's Annual Report and Impact Report were made available to PC reps. At the annual meeting in November the Board elected new officers, had a second reading of personnel policies, and discussed a new housing development that will be located on King Street in Waterville. The transportation contract has been extended out through June of 2025.

8. **Meeting Highlights**

- a. Ryan Savery has a friend collecting men's jackets for veterans. Please contact him with donations.
- b. New officers were elected for the Council.
- c. Discussed family engagement and ideas to exchange information between Policy Council and parent groups.

9. **Treasurer's Report: Beginning Balance: \$200, Paid Out: \$30, Remaining Balance: \$170**

**Motion to:** Approve the Treasurer's Report as given

**Motion by:** Karrie Breton

**Seconded:** Lauren Fox

**Vote:** AIF

10. **Adjourn**

**Motion to:** Adjourn

**Motion by:** Karrie Breton

**Seconded:** Lauren Lancaster

**Vote:** AIF