

# Policy Council Committee Meeting

## March 11, 2010

### Open Meeting

Motion to: Open Meeting

Motion by: Jose B.

Seconded: Heather M.

Vote: AIF

### 1. Introductions & Roll Call

**Representatives:** Heather Merrow, Fred Andrews, Martha Andrews, Heather Huff, Andrea Moody, Carrie Henderson, Elizabeth Bickford, Jose Burgos, and Bruce Trost. **A two-thirds quorum was present.**

**Staff:** Kathy Colfer, Tracye Fortin, Jennifer Paré, Brenda McDonald, and Kathleen Marshall.

**Excused:** Jennifer Fortin, Christine Roff, Gina Pratt, Jessica Washburn, Elisa Mason, and Heidi Mullen.

**Absent:** Desiree Teixeira, Crystal Pennell, Jennifer Race, Dara Brunell, David Burns, and Alan Harvey.

### 2. Child Development Presentation

Brenda McDonald, Education Content Lead/Region III Coordinator, conducted a presentation on curriculum in the classrooms. The parent activity Brenda led assisted parents in understanding how such an activity can contribute to a child's understanding of words, math, science, etc. Handouts (Attachments A & B) were given to each parent, including a sample letter about art and how families can engage with their children about art.

### 3. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 2/11/2010

Motion by: Heather M.

Seconded: Jose B.

Vote: AIF

### 4. Personnel

The following personnel actions were discussed. All non-voting members were asked to exit the room while personnel issues were discussed.

The Operations Director presented the following recommendations:

- The Skowhegan campus completed the interviews for the Site Coordinator; an internal candidate was chosen. In house promotions support our philosophy of opportunity and growth.
- A recommendation for hire for an Assistant Teacher.

Motion to: Accept recommendation for hire for an Assistant Teacher.

Motion by: Heather M.

Seconded: Fred A.

Vote: AIF

- Interviews have occurred for the Educare Region Manager position. Because this project is governed by KVCAP, Waterville Public Schools, the William and Joan Alford Foundation and the Buffett Early Childhood Fund, a second round of interviews occurred.

Motion to: Accept recommendation of hire for the Region Manager position for the Educare building and recommend to the KVCAP Board of Directors as well as the Educare Central Maine Board.

Motion by: Heather M.  
 Seconded: Jose B.  
 Vote: AIF

- A recommendation for termination was presented. Details are outlined in Personnel Meeting Minutes.

Motion to: Accept recommendation for termination.  
 Motion by: Heather M.  
 Seconded: Jose B.  
 Vote: AIF

**5. Self-Assessment/Strategic Planning/Grant**

The C&FS Director discussed the Strategic Planning timeline and related activities with Council members. Self-Assessment purposes and processes were explained from the beginning through the grant application. The importance of parent representation in the process was stressed, as well as important meeting dates. Parent input is vital!

The results of classroom observations and staff interviews conducted by parents were discussed. Throughout the discussion, parents identified areas of strengths and opportunities for change.

Parents believe that exploring the use of technology in our classrooms could be an opportunity and have asked that a Brenda McDonald, the Education Content Lead, come and present at the April Policy Council meeting about this topic.

Strengths	Opportunities for Change
<ul style="list-style-type: none"> <li>• Good relationship between staff and parents</li> <li>• Excellent child nutrition</li> <li>• The program whole heartedly supports breast feeding</li> <li>• 97% of parents would recommend program to others</li> <li>• Focus on finding win:win (Staff/Parent) solutions</li> <li>• The program provides parents with necessary information</li> <li>• Clean and safe environments</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation supports</li> <li>• Ways for parents to get to know each other</li> <li>• Improve on timeliness of communication</li> <li>• Affordable Family Activities</li> <li>• Use website for “Upcoming Community Events”</li> <li>• Strengthen Home Visits</li> <li>• <b>Explore technology use in classrooms.</b></li> </ul>

These strengths and opportunities for change will be used during the program’s Strategic Planning and when writing the grant for next program year.

The C&FS Director also invited parents to participate in budget planning. Interested parents please call Jennifer Pare at (207) 859-1613 or by email at [jenniferp@kvcap.org](mailto:jenniferp@kvcap.org) for more details.

**6. Reports**

The C&FS Director reviewed reports and asked members if they had any questions/concerns.

- ❑ In-Kind Report through February.
- ❑ Budget Reports through February.
- ❑ Monthly Attendance Report through January.
- ❑ Monthly Absenteeism Report through January.
- ❑ Enrollment Report through January.
- ❑ Agency Credit Card Expenditures through Mid-February.
- ❑ Program Information Report for February.

Motion to: Accept all reports as presented.

Motion by: Jose B.

Seconded: Heather M.

Vote: AIF

**7. New England Head Start Conference – April 2010**

The C&FS Director presented the information on the New England Head Start Association Annual Conference. This year it will be held in Newport, Rhode Island, on April 6-8, 2010. The parent track (Attachment C) gives all the information regarding what information the parents can participate in. If you are interested in going, please feel free to contact Jennifer Pare at (207) 859-1613.

**8. Grants for Educare**

The C&FS Director presented the information on two grants for Educare. The Child Care and Development Fund (CCDF) grant through the City of Waterville would be a potential of \$40,000 to help buy materials and supplies for the Educare site. The Reisert grant would be for \$15,000 to work with children from the community to create art pieces for the facility.

Motion to: Apply for the CCDF grant and the Reisert grant for Educare.

Motion by: Heather M.

Seconded: Jose B.

Vote: AIF

**9. Parent Activity Funds Request**

Directors explained that these funds are provided to centers based on the number of children they have. Each site gets \$10.00 per child.

**Requests for Parent Activity Funds:**

- Palmyra Preschool – End of Year Celebration – all events to have healthy snacks/food provided – request for \$160.00
- Canaan Preschool – Fine Arts night for children and families – includes healthy snacks and materials for families to participate – request for \$75.00

Motion to: Approve Parent Activity Funds Center request for Palmyra Preschool and Canaan Preschool.

Motion by: Heather M.

Seconded: Bruce T.

Vote: AIF

**10. Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>		<u>45.32</u>

**Ending Balance**      \$      **254.68**

Motion to: Accept Treasurer's Report.

Motion by: Jose B.

Seconded: Heather M.

Vote: AIF

Motion to: Adjourn

Motion by: Heather M.

Seconded: Jose B.

Vote: AIF