

Policy Council Committee Meeting

April 8, 2010

Open Meeting

Motion to: Open Meeting

Motion by: Fred A.

Seconded: Elisa M.

Vote: AIF

1. Introductions & Roll Call

Representatives: Heather Mellow, Fred Andrews, Martha Andrews, Heather Huff, Andrea Moody, Christine Roff, Jessica Washburn, Elisa Mason. **A two-thirds quorum was present.**

Parents: Scott Clough

Staff: Kathy Colfer, Jennifer Paré, Brenda McDonald, and Kaitlyn Dana.

Excused: Carrie Henderson, Bruce Trost and Elizabeth Bickford.

Absent: Desiree Teixeira, Gina Pratt, Crystal Pennell, Jennifer Race, Dara Brunell, David Burns, Alan Harvey and Heidi Mullen.

2. Conscious Discipline Presentation

Brenda McDonald, Education Content Lead, presented and led an activity on Conscious Discipline. Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Brenda demonstrated techniques/language to assist children in managing stress and behaviors. The techniques can be used in classrooms and at home. Handouts (Attachments A & B) were given to each parent.

Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 3/11/2010

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

3. Personnel

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

Two candidates for hire were presented - both for Substitute positions.

Details are outlined in Personnel Meeting Minutes.

Motion to: Accept recommendations for hire for Substitute positions.

Motion by: Heather M.

Seconded: Fred A.

Vote: AIF

4. **Policy Council Seats**

Jennifer Brann (Fortin), the Policy Council Chairperson, submitted her resignation last month due to new commitments in her life. She has recently gotten married and we wish her well in her future endeavors. Due to her resignation, the Council conducted an election for a new chairperson. Christine Roff was nominated by the Council and a vote concluded everyone was in favor.

Motion to: Accept nomination of Christine Roff for Policy Council Chairperson.

Motion by: Heather H.

Seconded: Elisa M.

Vote: AIF

Christine Roff currently held the position of Policy Council Vice-Chairperson. Due to her accepting the Chairperson seat, a nomination was made by the council for Fred Andrews as Vice-Chairperson. A vote was conducted and everyone was in favor.

Motion to: Accept nomination of Fred Andrews for Policy Council Vice-Chairperson.

Motion by: Heather H.

Seconded: Elisa M.

Vote: AIF

5. **On-Site Review Response**

The Child & Family Services Director passed out the draft response to the On-Site Review that took place this past November. She discussed some of the issues (i.e. background checks, TB Screens, Disability Files and Mandated Reporter Training) that arose during the review with the Council. Child & Family Services must submit the response within 120 days of receiving the report (i.e. June 2010).

Motion to: Accept draft On-Site Review Response letter.

Motion by: Heather H.

Seconded: Heather M.

Vote: AIF

6. **Continuity of Care**

The Maine Department of Health and Human Services has agreed that the periodicity of childcare eligibility follow those of Early/Head Start. This will provide for continuity of service for children.

7. **1.8% Cost of Living Adjustment (COLA) through the American Recovery and Reinvestment Act (ARRA)**

The Child and Family Services Director explained that there were two pots of monies this program year to support benefit increases for staff. The grant term for those monies runs from July 1st through June 30th. Child and Family Services' program year doesn't end until August 31st, leaving a gap from June 30th through the end of August. To continue to support benefit increases, the federal government has decided to give the program an additional \$7,000.00 to fill the gap; which requires a supplemental grant application.

Motion to: Approve supplemental grant application for 1.8% Cost of Living Adjustment.

Motion by: Heather M.

Seconded: Heather H.

Vote: AIF

8. **Draft 2010-2011 Budget**

The Child & Family Services Director presented a draft 2010-2011 budget to the council. She went over it in detail and asked if anyone had any questions/concerns.

Motion to: Accept draft version of the 2010/2011 budget.

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

9. **Reports**

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

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

Motion to: Accept all reports as presented.

Motion by: Heather H.

Seconded: Heather M.

Vote: AIF

10. **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:

- Madison Preschool – End of Year Celebration – Tickets to Hansel & Gretel for parents - Male Involvement Event - all events to have healthy snacks/food when provided - request for \$290.00
- Skowhegan CDC – Art Show for friends and families – May Day Event - includes healthy snacks when provided – request for \$150.00
- Manson Park Preschool – Visit to the Maine Discovery Museum in Bangor – request for \$495.00
- Palmyra Preschool – Visit to the Maine Discovery Museum in Bangor – End of Year Activity - includes healthy snacks when provided – request for \$160.00
- KVCC – Tickets to Hansel & Gretel for parents – request for \$24.00

Motion to: Approve Parent Activity Funds Center request for Madison Preschool, Skowhegan CDC, Manson Park Preschool, Palmyra Preschool and KVCC.

Motion by: Heather H.

Seconded: Heather M.

Vote: AIF

11. **Treasurer's Report**

Beginning Balance	\$	254.68
Paid Out		77.00
<u>Ending Balance</u>	\$	<u>177.68</u>

Motion to: Accept Treasurer's Report.

Motion by: Fred A.

Seconded: Heather H.

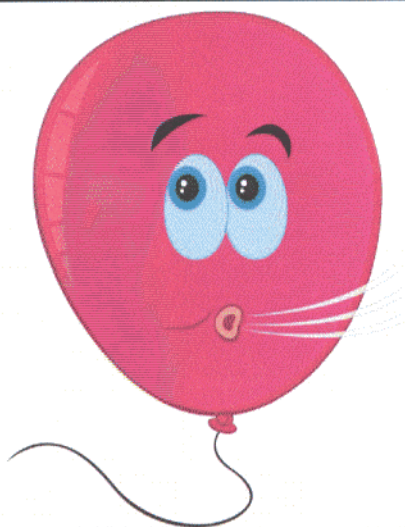
Vote: AIF

Motion to: Adjourn

Motion by: Heather M.

Seconded: Fred A.

Vote: AIF



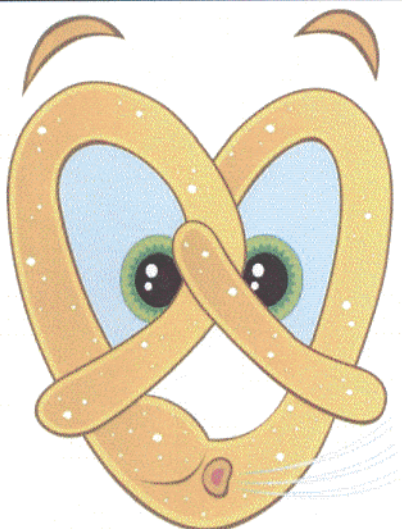
Balloon

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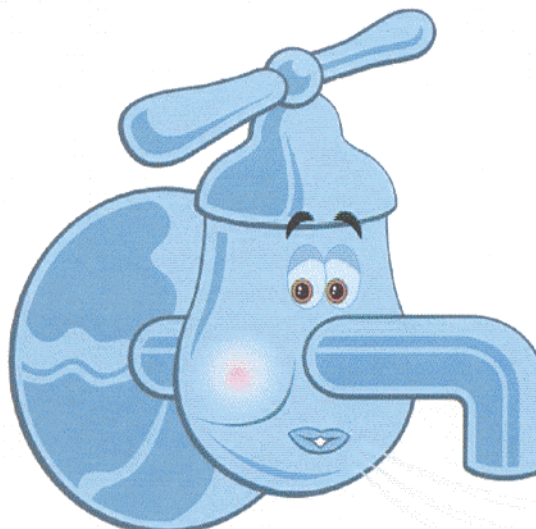
S.T.A.R

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Pretzel

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Drain

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Conscious Discipline Techniques/Phrases

Composure Strategies:

Be A S.T.A.R.- Stop take a breath and relax change your focus from what you don't want to what you do want.

Tell and Show Technique-

1. BE a S.T.A.R. (Change your focus to what you want)
2. Engage all senses, give an assertive command
3. Say, "I'm going to show you what to do," or "I'm going to show you how to get started."
4. When the child begins to comply, say, "You're doing it" or "You did it!"

Composure Structure: A Safe Place

What is it?

A safe place provides children an opportunity to remove themselves from the group or situation in order to become calm, regain composure and maintain control when upset, angry, or frustrated. Children come to the safe place in order to be helpful and not hurtful to themselves and others, It is the keystone to learning anger management.

Set-UP

- Space : a corner or other classroom or home area that is away from distractions

- Visuals: Label the spot "Safe Place" and have pictorial reminders of relaxation techniques
- Safe Place Kit: Put calming items/activities that are age-appropriate in the safe place

Rules:

- One Person in the safe place at a time
- Children can elect to go to the safe place on their own accord
- Friends or siblings can suggest that others go to the safe place
- An adult can take a child to the safe place

Helpful Phrases:

"It is my job to keep you safe and your job to help me keep it that way." (This phrase empowers both parties with a purpose)

When you are upset by something someone else does remember you are giving that person control of your feelings and power.

When you are upset you are focusing on what you don't want.

Change your intent from

“How do I get the child to _____?” To, “How do I help the child more likely choose to _____?” Focus on the outcome you want not the outcome you don’t.

Offer two positive choices

“You may sit at circle with your hands at your side or in your lap. Which is best for you?”

“You may have an orange or an apple. Which is best for you?”

Use noticing language as opposed to Judging

Simply state what you saw “I went to touch your hand and you pulled it back like this.”

“You picked up your toys so now everyone can safely walk around the room. That was helpful.”

“You did it. You brushed your teeth.”

“You did it. You kept your hand by your side and told me you were angry.”

- Bailey, Becky A. (2000), *Conscious Discipline*, Oviedo, Florida: Loving Guidance.