

# Policy Council Committee Meeting

## October 8, 2009

### Open Meeting

Motion to: Open Meeting

Motion by: Heather M.

Seconded: Elisa M.

Vote: AIF

### 1. Introductions & Roll Call

**Representatives:** Heather Merrow, Jennifer Fortin, Bruce Trost, Elisa Mason, Christine Roff, Martha Andrews, Fred Andrews, Gina Pratt, Erin Hamlin, Dawn Wiers, Kim Cormier, Elizabeth Bickford, and Andrea Moody. **A two-thirds quorum was present.**

**Staff:** Kathy Colfer, Tracye Fortin, Jennifer Paré, Val Rodrigue, and Megan Swett.

**Excused:** Heather Huff, Jose Burgos, Jessica Washburn, and Lorrie Turcotte.

**Absent:** Mary-Kate Povak, Christine Woodbury, Allen Mason, Nancy Smith, Desiree Teixeira, Jennifer Race, David Burns, and Alan Harvey.

### 2. Review/Approval of Meeting Minutes

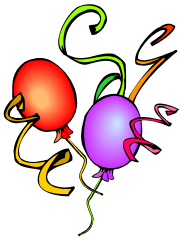
Motion to: Accept meeting minutes of 9/10/09

Motion by: Heather M.

Seconded: Elisa M.

Vote: AIF

### 3. Seating of New Council (October/November)



**Welcome new members!!!! Orientation of new Council members, including review of the Policy Council Notebooks, occurred. Orientation activities focused on insuring that new member understood Policy Council's purpose/function and now the Council interacted and worked with KVCAP's Board of Directors.**

The November agenda will focus on election of officers. The importance of participating in Policy Council was discussed and members were asked to encourage other parents to join in program and governance activities. Members were urged to consider these roles because it is an opportunity to learn new skills that can be utilized outside of the meeting room.

### 4. Personnel

The Operations Director mentioned a conference call that took place on September 28<sup>th</sup> which included Policy Council Members. Three Teachers were approved; two have been hired. The third will be used in the event that a position opens up in the near future. A quorum was present during the call.

Details outlined in Personnel Meeting Minutes.

5. **Reports**

As part of new member orientation, reports were reviewed in detail, with special highlight on the purpose of each report.

- ❑ **In-Kind Report** – through 8/31/09. Staff/Parents have done an outstanding job in obtaining in-kind contributions that have exceeded the required in-kind amount by over \$80,000. Thanks to all!!
- ❑ **Budget Reports** were discussed at length so that new members had an orientation to terminology and appropriate use of funds. The Budget report displayed actual dollars posted to 8/31/09, not final closeouts. A closeout report will be presented at the next meeting.
- ❑ **Monthly Attendance/Absenteeism Report** – The C&FS Director shared the importance of having the children attend on a regular basis. These reports show us the attendance for each site as well as the reasons why children were out. The reasons for absences help the Council understand issues that parents are facing (ie transportation) and to inform what types of supports are needed.
- ❑ **Enrollment Report** – The C&FS Director shared with members each section of this report. As of October 1, 2009, we are funded to serve 230 federal and 26 state Head Start children; Early Head Start is 64 federal and 13 state. This report also shows the percentage of children we are serving with Special Needs. Federal Head Start requires that we offer a minimum of 10% of our slots to serve children that have a diagnosed special need.
- ❑ **Key Bank Mastercard Report** - Discussed the use of purchase orders and authorization process which usually results in minimal use of agency credit cards. Only the C&FS Director and Director of Operations have assigned credit cards. Policy Council and Board must approve expenditures.
- ❑ **Program Information Report** – Highlights of this report were discussed, including health information outcomes and steps being taken to increase the number of children up-to-date (include lead). The Health/Nutrition Coordinator will attend the November meeting to share more detailed information.

Motion to: Approve reports.

Motion by: Heather M.

Seconded: Bruce T.

Vote: AIF

6. **Parent Activity Funds**

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:**

- Skowhegan CDC –Harvest Day, including nutritious snacks – request for \$330.00

Motion to: Approve Parent Activity Funds Center request for Skowhegan CDC.

Motion by: Heather M.

Seconded: Elizabeth B.

Vote: AIF

7. **Recruitment, Selection and Enrollment Policy**

The Child and Family Services Director shared the current Recruitment, Selection and Enrollment Policy with the Council. Proposed changes to the MSAD #54 criteria were discussed at length, due to the openings of two new sites; Canaan and North Elementary Preschool.

Motion to: Approve and recommend changes to the Recruitment, Selection and Enrollment Policy to the Board of Directors.

Motion by: Heather M.

Seconded: Bruce T.

Vote: AIF

**8. Policy Council ByLaws**

The Child and Family Services Director reviewed the ByLaws at length. Also discussed was the need to add MSAD #54 to the Representatives section. A two-thirds quorum was present. The C&FS Director explained that the changes had already been approved by the Board of Directors in September. Normally changes would be recommended by PC to the Board, but a quorum was not present at the September Policy Council.

Motion to: Accept changes to the Policy Council ByLaws.

Motion by: Heather M.

Seconded: Bruce T.

Vote: AIF

**9. Community Representatives**

Two candidates, both in attendance, asked the council for their vote to become Community Representatives.

Motion to: Approve Jennifer Fortin and Christine Roff as Community Representatives for the Policy Council.

Motion by: Heather M.

Seconded: Bruce T.

Vote: AIF

**10. Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>		<u>0</u>
<b><u>Ending Balance</u></b>	<b>\$</b>	<b><u>300.00</u></b>

Motion to: Adjourn

Motion by: Heather M.

Seconded: Bruce T.

Vote: AIF