

Policy Council Committee Meeting

November 12, 2009

Open Meeting

Motion to: Open Meeting

Motion by: Heather M.

Seconded: Elisa M.

Vote: AIF

1. Introductions & Roll Call

Representatives: Heather Mellow, Jennifer Fortin, Christine Roff, Heather Huff, Fred Andrews, Martha Andrews, Gina Pratt, Jose Burgos, Lorrie Turcotte, Elizabeth Bickford, Andrea Moody, and Elisa Mason. **A two-thirds quorum was present.**

Staff: Kathy Colfer, Tracye Fortin, and Jennifer Paré

Excused: Dawn Wiers and Heidi Mullen.

Absent: Desiree Teixeira, Erin Hamlin, Jennifer Race, Jessica Washburn, Bruce Trost, David Burns, Kim Cormier, and Alan Harvey.

2. Shaken Baby Community Outreach Presentation

Mary McPherson and Judy Reidt-Parker provided an informational training to Policy Council members regarding Shaken Baby Syndrome. Shaken baby Syndrome is the name of injury to an infant's brain by shaking from another person, once or over a period of time. In the first year of life, a baby's neck muscles are not strong enough to fully support the head. If a baby is shaken, the brain hits the inside of the head. This causes swelling, bleeding, and pressure in the brain. For more information on shaken baby syndrome and ways to prevent it, visit www.dontshake.org or www.onetoughjob.org. Handouts from the meeting are attached.

3. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 10/8/2009

Motion by: Heather M.

Seconded: Jose B.

Vote: AIF

4. Personnel

All non-voting members were asked to exit the room. The Director of Operations presented one candidate for approval, even though there is not a C&FS vacant position. S/he is an excellent candidate with impeccable references. The candidate is willing start out as a Substitute and wait for a Teacher opening so that s/he could become accustomed to Child & Family Services policies/procedures and practices.

Details outlined in Personnel Meeting Minutes.

Motion to: Accept recommendation for hire as a Substitute and a possible Teacher position if one becomes vacant.

Motion by: Heather M.

Seconded: Jose B.

Vote: AIF

5. **Policy Council Officer Elections**

Reviewed duties of each position. Council members expressed their interest in specific positions, with no more than one member interested in each position.

- ❑ Chairperson – Jennifer Fortin
- ❑ Vice-Chairperson – Christine Roff
- ❑ Secretary – Gina Pratt
- ❑ Treasurer – Elisa Mason
- ❑ Community Representative – Heather Huff

Thank you for your willingness to play a leadership role on the Council!!

Motion to: Approve recommendations for Policy Council Representative seats.

Motion by: Heather M.

Seconded: Jose B.

Vote: AIF

6. **Federal Review Discussion**

The Child & Family Services Director discussed the Federal Review with the Council at length. Members were asked if they had any questions or comments. The interview with the Federal Review team will be held on Monday, November 16th at 5:00 p.m. Child Care and dinner will be provided.

7. **Information Memorandums**

- ❑ **Child Health, Safety, and Supervision** – tabled to next month's meeting
- ❑ **Accessing Professional, Medical and Dental Services** – tabled to next month's meeting
- ❑ **Centers of Excellence** – Centers of Excellence in Early Childhood will recognize programs of exceptional quality that can serve as exemplary models for other programs. The program has been allocated \$2 million as part of Head Start's FY 2009 appropriation. KVCAP has been chosen as Maine's nominee. Only 10 will be selected nationwide. What an honor!!

Motion to: Approve recommendation to table to Child, Health, Safety and Supervision and Accessing Professional, Medical and Dental Services to the December meeting.

Motion by: Jose B.

Seconded: Heather M.

Vote: AIF

8. **New England Head Start Association**

This year the annual conference will be held in Nashua, New Hampshire at the Radisson Hotel on December 8th and 9th. Child and Family Services will send as many parents that would like to attend. All expenses are paid. If you are interested in attending, please contact Jennifer Pare at (207) 859-1613.

9. **Policies**

❑ **Professional Development Policy**

Revisions were made to this policy specifically around dollars that are spent to help Teachers obtain their degree. Head Start requires that a Teacher must work with its employer for at least three years and obtain a grade of a C or better in order for those funds not to be paid back. The new policy better identifies that standard and how the program will implement it.

❑ **Eligibility, Recruitment, Selection and Enrollment Policy**

The change to this policy is reflective of full-day services to children and families. Full-day is an option available for families who need access to full-day child care services. However, when a family enrolled in Early/Head Start no longer needs or becomes ineligible for subsidized child

care, the child is no longer eligible for full-day service but remains Early/Head Start eligible. When enrollment opportunities are available in other program options for which the child is eligible, the staff will work with parent(s)/guardian(s) to develop a transition plan. Should no program opening occur, families will be offered part-day Early/Head Start service (3.5 hours per day) at their current site until an opening does occur. These families will be given priority status for enrollment opportunities in other program options.

❑ **Parent Mileage Reimbursement Policy**

Tabled to December meeting.

❑ **Background Checks Policy**

The new policy states that State Bureau of Investigation background checks will be done on all employees prior to the start of their employment.

Motion to: Approve changes to the Professional Development Policy; Eligibility, Recruitment, Selection and Enrollment Policy; and the Background Checks Policy, as well as table the Parent Mileage Reimbursement Policy to the December meeting.

Motion by: Jose B.

Seconded: Heather M.

Vote: AIF

10. Reports

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

- ❑ In-Kind Report through October.
- ❑ Budget Reports through July. Budget looks great and we are right on target for year end.
- ❑ Monthly Attendance Report through July.
- ❑ Enrollment Report through July.
- ❑ Agency Credit Card Expenditures through August.
- ❑ Child Outcomes – Spring 2008-2009.

Motion to: Accept all reports as presented.

Motion by: Jose B.

Seconded: Heather H.

Vote: AIF

11. Letter to Region I

The Child and Family Services Director proposed sending a letter of request to Region I for support to fund the enclosed connector from the George J. Mitchell school to the Educare building, so that children can pass from one building to another safely. The letter is also asking for additional \$102,000 for full-day parents to continue care if something happens financially to them.

Motion to: Approve Letter of Request to Region I for support of the enclosed connector and additional funds to help those families in need.

Motion by: Heather M.

Seconded: Jose B.

Vote: AIF

12. Treasurer's Report

Beginning Balance	\$	300.00
Paid Out		45.32
Ending Balance	\$	254.68

Motion to: Accept Treasurer's Report.

Motion by: Heather M.

Seconded: Jose B.

Vote: AIF

Motion to: Adjourn

Motion by: Heather M.

Seconded: Bruce T.

Vote: AIF