

Policy Council Committee Meeting

December 10, 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, Fred Andrews, Martha Andrews, Bruce Trost, Elizabeth Bickford, Andrea Moody, Elisa Mason, and Heidi Mullen. **A two-thirds quorum was present.**

Staff: Kathy Colfer, Tracye Fortin, and Jennifer Paré

Excused: Christine Roff, Heather Huff, Jose Burgos, and Kim Cormier.

Absent: Desiree Teixeira, Gina Pratt, Erin Hamlin, Dawn Wiers, Jennifer Race, Jessica Washburn, Lorrie Turcotte, David Burns, and Alan Harvey.

2. Family Services Presentation

Kristen Slefinger, Family Services Coordinator for Child and Family Services, provided information to the council on her role and some of the initiatives she is leading. She is currently in the process of evaluating all sites to insure all have parent-friendly spaces. Once the evaluations are complete, the leadership team will review and identify steps for improvement.

Kristen recently attended the “Serving Children without Homes” conference. Staff felt that it was a very powerful training and is helping them look at poverty from a different angle.

If parents have any concerns or comments regarding Family Services in your center, please don't hesitate to talk to the Teachers or contact Kristen directly by phone at (207) 859-1651 or by email at kristens@kvcap.org.

3. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 11/12/2009

Motion by: Heather M.

Seconded: Elisa M.

Vote: AIF

4. Personnel

All non-voting members were asked to exit the room. The Director of Operations presented two Substitutes for approval. Both candidates have taken the Substitute Training program that KVCAP provides. When a substitute has 200 hours or more of sub time in one program year, they will be eligible for an evaluation and a merit increase based on their performance.

Details outlined in Personnel Meeting Minutes.

Motion to: Accept recommendations for hire for two Substitutes.

Motion by: Heather M.

Seconded: Fred A.

Vote: AIF

5. **Update of PRISM Review**

The Child and Family Services Director commended Policy Council parents on a great job during the interview with the Federal Reviewers. The Team commented that they were very impressed with our Policy Council and Board of Directors. Overall, the review went very well in all areas of the program. We will not know for sure of the outcome until we receive the report, but that probably won't be until sometime in January. They were very impressed with our service to children and staff:child interactions. They thought we had optimal classroom environments. The National trends in Head Start are Health and Safety issues specifically regarding playgrounds and Fiscal. In our program, these areas were impeccable!

A big thank you to our staff and parents for everything that you do!

6. **Policy Council Meeting Dates/Times**

The Council discussed meeting dates/times to assure that the current schedule works best for everyone. Everyone decided the schedule works great as it is, so it will remain the 2nd Thursday evening of every month, from 6 – 8pm in the Shirley Damren Room in Waterville. A schedule will be sent out to all members.

Motion to: Approve current meeting schedule.

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

7. **Information Memorandums/Program Instructions**

Policy Clarifications regarding 'Child Health, Safety, and Supervision', 'Accessing Professional, Medical, and Dental Services', 'Influenza' and 'Emergency Preparedness Survey' were briefly discussed. Detailed information of the policy clarifications were included in the Policy Council packets.

8. **New England Head Start Association**

The Director of Operations attended the New England Head Start Association's annual conference this year. No parents were able to attend. She gave an overview to parents about the conference and the seminar's she attended.

9. **Parent Mentor Stipends**

This program year, C&FS has \$5,000 dollars to use parents as mentors. This can be for anything from literacy, fatherhood, or newsletter preparation and trainings. C&FS is seeking parents who want to work with staff to develop ideas for more parent involvement, and/or mentor other parents about meaningful program involvement. If you are interested in becoming a parent mentor, please contact Kristen Slefinger, Family Services Coordinator by phone at (207) 859-1651 or by email at kristens@kvcap.org.

10. **United Way Mini-grants**

KVCAP Child and Family Services will be applying for a United Way mini-grant that will be up to \$1,000. It is being offered in the Greater Waterville area with a focus on physical activity, good nutrition and tobacco. If approved, the program will be able to offer parents things like a Grocery Shopping Tour, where coupons would be given out, or cookbooks during a healthy cooking class.

11. **Self Assessments/Strategic Planning**

The Director of Child and Family Services explained the role and steps included in our annual Self Assessments/Strategic Planning process. The process usually starts in January/February of each

program year and takes about six months to complete. The results inform our grant application and operations for the following year. Kathy passed out packets including examples of the Parent Survey, Parent Interview and Parent Observation. It was voted on by the council to continue using these tools; however, develop a parent survey geared toward HomeBased. Also included on all surveys will be an area at the end for any parent feedback or additional questions that they wanted to ask staff. Once revisions are complete, the parent survey will be sent out to all parents who attended last year's programming, including public school children.

Motion to: Approve Self-Assessment and Strategic Planning information pending revisions.

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

12. Policies

Parent Mileage Reimbursement Policy

The agency has made funds available through Community Service Block Grant funds to minimize child absences due to transportation issues. Ideas were brought forward at the November Policy Council meeting on what would be some acceptable ways to use this money. An Addendum was drafted incorporating those ideas to this month's meeting. The council decided to recommend to the Board of Directors that the funds also be used to support transportation to and from medical and dental appointments for those in need.

Motion to: All in favor and recommend approval to the Board of Directors.

Motion by: Heather M.

Seconded: Elisa M.

Vote: AIF

13. Reports

The C&FS Director reviewed reports and asked members if they had any questions/concerns. She went into more detail regarding the Absenteeism Report because the State of Maine will be implementing some changes that will affect reporting. The State will be implementing a policy that states when a child has 2 or more unexcused absences in one month, a letter will need to be sent to the family highlighting the need for consistent attendance.

- In-Kind Report through November.
- Budget Reports through October.
- Monthly Attendance Report through October.
- Monthly Absenteeism Report through October
- Enrollment Report through October.
- Agency Credit Card Expenditures through Mid-November.
- Program Information Report.

Motion to: Accept all reports as presented.

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

14. 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:

- Waterville CDC –Parent Nights (3 dates TBD); Family Night @ North Street Playground; Art Show; End of Year Celebration – all events to have healthy snacks/food provided – request for \$360.00
- Waterville Pre-Kindergarten – Monthly parent/child activity night, will include healthy snack and activities related to literacy – request for \$280.00

Motion to: Approve Parent Activity Funds Center request for Waterville CDC and Waterville Pre-Kindergarten.

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

15. Center Newsletters

Center Newsletters will be included in each month’s Policy Council packet. Great job to the staff at Kennebec Preschool for including Policy Council date information in their flyer!

16. 6th Annual Infant Toddler Awareness Day

A flyer was passed out with information about the 6th Annual Infant Toddler Awareness Day, hosted by Maine’s Infant Toddler Initiative Team. It will take place in The Hall of Flags on January 7, 2010, from 11:00am to noon.

17. ENCorps

ENCorps is offering FREE training workshops for Community Volunteers involved in Community Revitalization and Health Promotion Projects to people over the age of 50. For more information, please see your December Policy Council packet.

18. Treasurer’s Report

Beginning Balance	\$	300.00
<u>Paid Out</u>		<u>46.20</u>
<u>Ending Balance</u>	\$	<u>253.80</u>

Motion to: Accept Treasurer’s Report.

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

Motion to: Adjourn

Motion by: Elisa M.

Seconded: Heather M.

Vote: AIF