

Policy Council Committee Meeting

February 11, 2010

Open Meeting

Motion to: Open Meeting

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

1. Introductions & Roll Call

Representatives: Heather Merrow, Fred Andrews, Martha Andrews, Christine Roff, Andrea Moody, Carrie Henderson, and Bruce Trost. **A two-thirds quorum was present.**

Staff: Kathy Colfer, Tracye Fortin, and Jennifer Paré

Excused: Jennifer Fortin, Jessica Washburn, Dara Brunell, and Desiree Teixeira.

Absent: Heather Huff, Gina Pratt, Jennifer Race, Jose Burgos, Lorrie Turcotte, David Burns, Kim Cormier, Elizabeth Bickford, Alan Harvey, Elisa Mason, and Heidi Mullen.

2. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 12/10/2010

Motion by: Heather M.

Seconded: Christine R.

Vote: AIF

3. Personnel

Shirley Miller, a long-term employee, unexpectedly passed away recently. She worked in many different C&FS locations throughout her 35 year tenure, and most recently worked at Solon Preschool. She is sadly missed by staff and children. The program offered support for staff and children in Solon through this difficult time. Her contributions will be honored this year in various ways.

All non-voting members were asked to exit the room while personnel issues were discussed

Interviews have started for the hiring of the Region Manager for the Educare building. A second round will occur with the Educare Central Maine Board of Directors. The successful candidate will be presented to the Policy Council in March or April.

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

Motion to: Accept recommendation for termination of one Teacher.

Motion by: Fred A.

Seconded: Andrea M.

Vote: AIF

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

The Child and Family Services Director went through the results of the Parent Surveys and asked Council Members to select strengths and opportunities for change that stood out. During an open discussion, the following were identified:

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

These strengths and opportunities for change will be used during the program’s Strategic Planning and when writing the grant for next program year. If any parent is interested in joining the Strategic Planning group, it will be held on March 2nd and 3rd, 2010. Please contact Jennifer Pare at (207) 859-1613 or by email at jenniferp@kvcap.org for more details.

5. **Head Start Leadership Conference Update**

The Child and Family Services Director and Operations Director attended the Head Start Leadership Institute in Virginia this month. They shared that there is a large focus removing barriers to braiding funding streams between the Office of Head Start and the Child Care Bureau. The Office of Head Start focuses on child development and the Child Care Bureau works with families who are going to school or working. Working together will ensure continuity of care, children are cared for in safe environments, and that care is affordable.

6. **Educare Central Maine Update**

The Child and Family Services Director gave a brief update regarding Educare. KVCAP Child and Family Services wrote a grant for \$1 million dollars to help pay the full cost of care for children from over income families. Educare Central Maine was awarded the grant and will receive \$250 thousand dollars each year for four years.

7. **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 as the State of Maine has implemented reporting changes. The State will be implementing a policy that stays when a child has two 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 January.
- ❑ Budget Reports through December.
- ❑ Monthly Attendance Report through December.
- ❑ Monthly Absenteeism Report through December
- ❑ Enrollment Report through December.
- ❑ Agency Credit Card Expenditures through Mid-January.
- ❑ Program Information Report for January.

Motion to: Accept all reports as presented.
Motion by: Heather M.
Seconded: Bruce T.
Vote: AIF

8. Treasurer's Report

Beginning Balance	\$	300.00
<u>Paid Out</u>		<u>45.32</u>
<u>Ending Balance</u>	\$	<u>254.68</u>

Motion to: Accept Treasurer's Report.
Motion by: Heather M.
Seconded: Fred A.
Vote: AIF

Motion to: Adjourn
Motion by: Heather M.
Seconded: Christine R.
Vote: AIF