

Policy Council Committee Meeting

June 11, 2009

Open Meeting

Motion to: Open Meeting

Motion by: Heather M.

Seconded: Jose.

Vote: AIF

A quorum was present.

1. Introductions & Roll Call

Representatives: Jennifer Fortin, Heather Merrow, Elisa Mason, Jessica Washburn, and Jose Burgos

Staff: Kathy Colfer, Tracy Fortin, and Jennifer Paré

Excused: Mary-Kate Povak, Bruce Trost, and Allen Mason

Absent: Christine Woodbury, Brian Beaulieu, Darrin Carpenter, Nancy Smith, Marie Strout, and Heather Huff

2. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 5/21/09

Motion by: Heather M.

Seconded: Jose.

Vote: AIF

3. Personnel

The Operations Director mentioned a conference call that took place on June 1st, to hire two substitutes.

A quorum was present.

The Child & Family Services Director presented one candidate for hire.

Motion to: Accept recommendation for hire.

Motion by: Heather M.

Seconded: Jose.

Vote: AIF

4. Policies/Procedures

- **Medically Underserved/Health Professional Shortage Area** – This policy requires annual approval by both the Policy Council and the Board of Directors. If a family is 90% at or below Federal Poverty Guidelines and from an area that is: 1,000 or less residents; no preschool other than KVCAP in the area, and; have a medical/professional shortage area, they are eligible for Head Start without regard to income. However, a classroom can have no more than 51% of enrolled children with those criteria.

Motion to: Motion to recommend approval to the Board of Directors pending the change of the towns listed.

Motion by: Heather M.

Seconded: Elisa.

Vote: AIF

- ❑ **Recruitment Plan** – These are activities that Child & Family Services staff do to recruit families. They are steps that they go through to help aide in the best recruitment possible.

Motion to: Motion to recommend approval to the Board of Directors.

Motion by: Jose.

Seconded: Heather M.

Vote: AIF

- ❑ **Grievance Policy** - This policy requires annual approval by both the Policy Council and the Board of Directors.

Motion to: Motion to recommend approval to the Board of Directors.

Motion by: Heather M.

Seconded: Jose.

Vote: AIF

5. **Reports**

The C&FS Director reviewed reports and asked members for questions/concerns or comments. She explained that at Waterville Early Head Start there was a recent decision to close earlier than originally planned due to construction commencement at the high school. Continued summer service is being offered to families at KVCC. However, we need to re-enroll 5 families in June to remain fully enrolled.

- ❑ In-Kind Report through May.
- ❑ Budget Reports through April.
- ❑ Monthly Attendance/Absenteeism Report through April.
- ❑ Enrollment Report through May.
- ❑ Agency Credit Card Expenditures through May.
- ❑ Monthly Program Information Report.
- ❑ Accountability Report. The C&FS Director discussed in depth the accountability report which detailed this program year through March 31st enrollment performance in Child Care and Head Start/Early Head Start, including a financial report. This report goes quarterly to the both Policy Council for review and the Board of Directors for approval.

Motion to: Accept all reports as presented and recommend approval of the Program Information Report to the Board of Directors.

Motion by: Heather M.

Seconded: Jessica.

Vote: AIF

6. **Parent Activity Funds Request**

One Parent Activity Funds requests were reviewed for approval.

- ❑ Kennebec Preschool –Requested \$100.00 for a Fatherhood/Family Activity Night.

Motion to: Approve request for Parent Activity Funds for Kennebec Preschool.

Motion by: Heather M.

Seconded: Jessica

Vote: AIF

7. **Child Care Contract**

This year the Federal government gave us an additional \$97,000 to serve children on the child care contract. While the Child & Family Services Director is remaining hopeful, she does not believe that we will receive that much again next year.

8. **Agency Appreciation Day**

KVCAP will host an agency-wide staff appreciation day for employees on August 21, 2009. KVCAP will not provide services that day.

9. **BodySmart Grant Opportunities**

Child and Family Services will have two Federal Head Start grant opportunities to apply for. The first grant opportunity allows Head Start program's to apply for a maximum of \$5,000. The focus for this opportunity is choose one playground area at a center. Having outdoor play helps are children to be more active at a young age because child obesity is such a large issue.

The second opportunity has more of a health and safety focus. This would help to replace things like wood carpet on playgrounds, new swings where needed or renovations to bathrooms that may have any issues.

Motion to: Approve recommendation to move forward with grant opportunities.

Motion by: Heather M.

Seconded: Jose.

Vote: AIF

10. **Letters to Policy Council Representatives**

A warning letter and termination letter will be mailed to two Policy Council representatives for un-excused absences.

Motion to: Approve recommendation to mail out warning and termination letters.

Motion by: Heather M.

Seconded: Jose.

Vote: AIF

11. **South End National Night Out**

The South End will host National Night Out on August 4th at Green Street park.

12. **Treasurer's Report**

Beginning Balance	\$	300.00
Paid Out		25.52
<u>Ending Balance</u>	\$	<u>274.48</u>

Motion to: Accept Treasurers Report.

Motion by: Heather M.

Seconded: Jose.

Vote: AIF

Motion to: Adjourn

Motion by: Heather M.

Seconded: Jessica.

Vote: AIF