

Policy Council Committee Meeting

June 9, 2011

Open Meeting

Motion to: Open Meeting

Motion by: Heather C.

Seconded: Heather H.

Vote: AIF

1. Introductions & Roll Call

Representatives: Dara Brunell, Leslie Hamlin, Heather Coro, Heather Huff, Andrea Moody and Ashley MacArthur. **A quorum was present.**

Visiting Parents: Martha Andrews, Fred Andrews, Marc Dulmaine, Jordan Smith, and Michael MacArthur.

Staff: Kathy Colfer, Tracye Fortin, and Jennifer Pare.

Excused: Heather Fletcher.

Absent: Jessica Hebert, Kristie Harris, Frances Ramharak, Chris Goodwin, Sarah Conway, Bruce Trost, David Burns, and Amy Dyer.

2. Fathers United Now: Dads Helping Children Grow (FUN) presentation

Fathers from the FUN group provided information to the Policy Council members on what the group's mission is and brainstormed ideas on how council members could help to get families involved. They promote male involvement in children's lives and stressed that it doesn't have to be a dad, it can be any male involved in a child's life. Anyone is welcome to join. Meetings are held the first Tuesday each month in Waterville and the second Tuesday each month in Skowhegan. Feel free to join one or both!

For more information on the Fathers United Now group, please contact Kristen Slefinger at 680-7212.

3. Review/Approval of Meeting Minutes

Minutes of meetings will now reflect "personnel action" terminology versus hiring/termination.

Motion to: Accept meeting minutes of 5/12/2011.

Motion by: Heather H.

Seconded: Ashley M.

Vote: AIF

4. Personnel

No personnel action recommendations.

5. Policy Council ByLaws

The Child & Family Services Director reviewed the purpose of the Policy Council with members.

6. Policy Council Newsletter

A Policy Council Representative recommended that the council create a Policy Council Newsletter to send out to all families. More discussion will be made at the next meeting.

7. Policies

- ❑ **Transportation Policy** - Clarification around parenting teens attending school and receiving a stipend will be made.

Motion to: Accept Transportation Policy with clarification and recommend to the Board of Directors.

Motion by: Heather C.

Seconded: Heather H.

Vote: AIF

- ❑ **Tobacco Policy** – The Child & Family Services Director reviewed the Tobacco policy that was recently approved by the Board of Directors. It states that all KVCAP facilities/grounds are tobacco free.
- ❑ **Parent Activity Funds Policy** – A recommendation was made by council members to increase the dollar amount per child to \$12.00. A statement will also be added giving the Directors authorization to approve the use of funds if an event is occurring before the next Policy Council meeting. The request will still be given to council members for their review.

Motion to: Accept Parent Activity Funds Policy with recommendations for approval process and increase in dollar amount per child and recommend to the Board of Directors.

Motion by: Heather C.

Seconded: Heather H.

Vote: AIF

- ❑ **Impaired Parent Policy** – The Director of Child and Family Services informed parents of the purpose of this policy, which has already been approved by the KVCAP Board of Directors; to ensure a child's safe trip home from the site they attend. Also included in the discussion was a draft memo that will be sent to area police and sheriff's department's informing them of our policy.

Motion to: Accept Impaired Parent Policy.

Motion by: Heather H.

Seconded: Heather C.

Vote: AIF

- ❑ **Recruitment Plan** – The purpose of this plan is to set forth systematic ways and activities in which the program actively informs families, with Head Start eligible children, of Head Start services, the various service options, as well as encourage application for such services.

Motion to: Accept Recruitment Plan and recommend to the Board of Directors.

Motion by: Heather C.

Seconded: Heather H.

Vote: AIF

- ❑ **Eligibility, Recruitment, Selection and Enrollment Policy** – The changes to this policy reflect the changes in our structure for next program year. Manson Park Preschool, HomeStart and Madison Preschool were removed from the policy.

Motion to: Accept Eligibility, Recruitment, Selection and Enrollment Policy and recommend to the Board of Directors.

Motion by: Heather H.

Seconded: Heather C.

Vote: AIF

- **Child Care Payment Policy** – The Child & Family Services Director discussed this policy with parents and asked if there were any questions.

Motion to: Accept Child Care Payment Policy and recommend to the Board of Directors.

Motion by: Heather H.

Seconded: Heather C.

Vote: AIF

8. **Market Evaluations**

Tabled to the August meeting.

Motion to: Accept recommendation to table Market Evaluations to the August meeting.

Motion by: Heather H.

Seconded: Heather C.

Vote: AIF

9. **Parent Activity Funds Request**

The Child and Family Services Director explained that these funds are provided to centers based on the number of children they have.

Requests for Parent Activity Funds:

- Canaan Preschool – Field Day/Fatherhood Event – healthy snacks, materials for outdoor learning stations for children and families to participate in- request for \$170.00

Motion to: Approve Parent Activity Funds Center request for Canaan Preschool.

Motion by: Heather C.

Seconded: Heather H.

Vote: AIF

10. **Policy Council Vice Chairperson**

Tabled to the August meeting.

Motion to: Accept recommendation to table Policy Council Vice Chairperson to the August meeting.

Motion by: Heather H.

Seconded: Heather C.

Vote: AIF

11. **Reports**

Due to time constraints, a recommendation was made to table all reports to the August meeting.

- Budget Reports through April.
- In-Kind Reports through Mid-May.
- Monthly Attendance Report through April.
- Monthly Absenteeism Report through April.
- Enrollment Report through April.
- Agency Credit Card Expenditures through Mid-May.
- Program Information Report for April.

Motion to: Accept recommendation to table all reports to the August meeting.

Motion by: Heather H.

Seconded: Heather C.

Vote: AIF

12. **Treasurer's Report**

Beginning Balance	\$	300.00
Paid Out		69.52
Ending Balance	\$	230.48

Motion to: Accept Treasurer's Report.

Motion by: Heather C.

Seconded: Heather H.

Vote: AIF

Motion to: Adjourn

Motion by: Heather H.

Seconded: Heather C.

Vote: AIF