

# Policy Council Committee Meeting

## May 21, 2009

### Open Meeting

Motion to: Open Meeting

Motion by: Mary-Kate

Seconded: Heather M.

Vote: AIF

A quorum was present.

### 1. Introductions & Roll Call

**Representatives:** Heather Huff, Jennifer Fortin, Heather Merrow, Mary-Kate Povak, Allen Mason, Elisa Mason, Nancy Smith, and Jessica Washburn

**Staff:** Kathy Colfer, Jennifer Paré

**Excused:** Jose Burgos,

**Absent:** Christine Woodbury, Brian Beaulieu, Darrin Carpenter, Marie Strout, Bruce Trost



*The Child & Family Services Director gave a warm welcome to the new members of the Policy Council.*

### 2. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 4/9/09

Motion by: Heather M.

Seconded: Mary-Kate

Vote: AIF

### 3. Personnel

There were no personnel actions to bring forward.

### 4. Federal Head Start Grant Review/Approval

The C&FS Director reviewed our Early/Head Start base grant, including the self assessment results document, goals and objectives updates, budget, and the training and technical assistance update. Also reviewed and discussed were the Early/Head Start expansion opportunities. Expansion areas were presented and discussed. The base grant is due by June 1, 2009, the Head Start expansion by 6/23/09, and the Early Head Start expansion by July 9, 2009. Because of a change in the Policy Council meeting date, these documents had already been approved by the Board.

Motion to: Motion to accept base grant and expansion plans and recommend approval to the Board of Directors.

Motion by: Heather H.

Seconded: Jessica.

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 8 families in June to remain fully enrolled.

- ❑ In-Kind Report through April.
- ❑ Budget Reports through March.
- ❑ Monthly Attendance/Absenteeism Report.
- ❑ Enrollment Report.
- ❑ Agency Credit Card Expenditures.
- ❑ Monthly Program Information Report.

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

Motion by: Heather H.

Seconded: Jessica.

Vote: AIF

6. **ERSEA Policy**

The C&FS Director presented the Draft ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Points System to the Council. The current policy was amended to provide more clarity for staff when recruiting, selecting and enrolling children and their families. This year, the Program will pilot a standardized prioritization point system for children on the wait list. This system will ensure complete objectivity when enrolling children into the program. Because of a change in the Policy Council meeting date, these documents had already been approved by the Board.

Motion to: Accept ERSEA policy and standardized point system document.

Motion by: Heather M.

Seconded: Jessica

Vote: AIF

7. **Parent Activity Funds Request**

Seven Parent Activity Funds requests were reviewed for approval.

- ❑ KVCC Child Care – Requested \$240.00 for an end-of-year celebration.
- ❑ Manson Park Preschool – Requested \$460.00 for an end-of-year Field Day.
- ❑ MSAD #74 Preschool – Requested \$320.00 for an end-of-year event.
- ❑ Mill Stream Pre-Kindergarten – Requested \$160.00 for an end-of-year celebration.
- ❑ Waterville Early Head Start – Requested \$80.00 to create summer safety bags.
- ❑ Madison Preschool – Requested \$310.00 for an end of year celebration.

Motion to: Approve request for Parent Activity Funds for KVCC Child Care, Hartland Preschool, Manson Park Preschool, MSAD #74 Preschool, Mill Stream Pre-K, Waterville Early Head Start and Madison Preschool providing that they all serve healthy, nutritional snacks.

Motion by: Heather M.

Seconded: Jessica

Vote: AIF

8. **Conference Call regarding COLA and Quality Improvement Grants**

Due to the cancellation of the regularly scheduled Policy Council meeting, and the impending due date for the COLA and Quality Improvement grants, a Policy Council conference call occurred on May 4th. Heather Mellow, Heather Huff, Mary Kate Povak and Bruce Trost participated, which represented a

quorum. The C&FS Director discussed plans for the use of COLA and Quality Improvement funds. The group voted to accept the proposal.

Motion to: Accept to affirm conference call vote for COLA and Quality Improvement funds.

Motion by: Heather M.

Seconded: Jessica

Vote: AIF

9. **Skowhegan Parking Lot**

The C&FS Director shared that emergency one-time funds requested for the Skowhegan parking lot was approved by Region I.

10. **Educare**

The C&FS Director shared with the new members of the council what Educare is and how it will impact our programs. Photos of Educare New England were shared. Ground breaking for the new building will be held on June 25<sup>th</sup>, 2009, from 10:30 – 12:00. Educare will be fully operational by September 2010.

11. **Treasurer's Report**

Beginning Balance	\$	300.00
Paid Out		<u>20.24</u>
<b>Ending Balance</b>	<b>\$</b>	<b><u>279.76</u></b>

Motion to: Accept Treasurers Report.

Motion by: Heather M.

Seconded: Mary-Kate.

Vote: AIF

Motion to: Adjourn

Motion by: Heather M.

Seconded: Mary-Kate.

Vote: AIF