

Policy Council Committee Meeting

August 12, 2010

Open Meeting

Motion to: Open Meeting

Motion by: Heather H.

Seconded: Heather M.

Vote: AIF

1. Introductions & Roll Call

Representatives: Heather Merrow, Heather Huff, Fred Andrews, Martha Andrews, Bruce Trost, Jessica Hebert, Dara Brunell, and Andrea Moody. **A quorum was present.**

Staff: Kathy Colfer, Jennifer Paré, and Tracy Fortin

Excused: Christine Roff and Elisa Mason.

Absent: Gina Pratt, Carrie Henderson, Jennifer Race, David Burns, Elizabeth Bickford and Alan Harvey.

2. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 6/10/2010

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

3. Personnel

The following personnel action was discussed. All non-voting members were asked to exit the room while personnel issues were discussed.

The Operations Director presented the following recommendations:

- A recommendation for hire for one Teacher.

Details are outlined in the Personnel meeting minutes.

Motion to: Accept recommendations for hire for one Teacher.

Motion by: Heather M.

Seconded: Heather H.

Vote: AIF

4. Policy/Procedure Review

The Child and Family Services Director discussed the following policies/procedures with council members at length:

- **Suspected Child Abuse and Neglect** - The key change to this policy is that staff will now have the training no less than every two years after their initial training.

Motion to: Accept changes to the Suspected Child Abuse and Neglect Policy and recommend to the Board of Directors.

Motion by: Heather H.

Seconded: Andrea M.

Vote: AIF

- **Nutrition Policy** – Reviewed minor revisions that were made for the upcoming program year.

Motion to: Accept changes to the Nutrition Policy and recommend to the Board of Directors.

Motion by: Heather H.

Seconded: Andrea M.

Vote: AIF

- **Background Check Policy** – Revisions to this policy include a schedule of when Background Checks will occur and for what staff.

Motion to: Accept changes to the Background Check Policy and recommend to the Board of Directors.

Motion by: Heather M.

Seconded: Andrea M.

Vote: AIF

- **Child Care Fee Policy** – This Policy defines how payments will be made by parents and staff. It also includes Market Rate values for Northern Kennebec and Somerset Counties, as well as, Private Pay Rates for Educare.

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

Motion by: Heather H.

Seconded: Andrea M.

Vote: AIF

- **Medical Statement** – This form is required by all staff upon hire. Some language has been changed to ensure that it can be used by all staff, regardless of their position.

Motion to: Accept changes to the Medical Statement and recommend to the Board of Directors.

Motion by: Heather M.

Seconded: Jessica H.

Vote: AIF

5. **Reports**

The C&FS Director reviewed policies/reports and asked members if they had any questions/concerns.

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

Motion to: Accept all policies/reports as presented.

Motion by: Heather M.

Seconded: Heather H.

Vote: AIF

6. **Madison Preschool**

The Child and Family Services Director distributed a discussed a memo that was mailed to all families whose children were attending the Madison Preschool. Due to budget challenges and other considerations, Madison's administration has decided to offer preschool without the assistance from KVCAP. While this change will remove the support services families receive as well as child health supports, the school district remains committed to continuing school readiness opportunities in a redesigned preschool program.

7. **Educare**

A tour of the new Educare facility was given to Policy Council members. Starting in September, all Policy Council meetings will be held in the Conference Room at Educare. Childcare will also be provided at the Educare facility.

8. **Treasurer's Report**

Beginning Balance	\$	300.00
Paid Out		78.92
<u>Ending Balance</u>	\$	<u>221.08</u>

Motion to: Accept Treasurer's Report.

Motion by: Heather H.

Seconded: Andrea M.

Vote: AIF

Motion to: Adjourn

Motion by: Heather H.

Seconded: Dara B.

Vote: AIF