

Policy Council Committee Meeting

December 9, 2010

Open Meeting

Motion to: Open Meeting

Motion by: Heather M.

Seconded: Dara B.

Vote: AIF

1. Introductions & Roll Call

Representatives: Heather Merrow, Ashley MacArthur, Dara Brunell, Frances Ramharak, Heather Fletcher, Fred Andrews, Sarah Conway, Bruce Trost, Jessica Hebert, Heather Coro, Amy Dyer and Heather Huff. **A quorum was present.**

Parents: Martha Andrews.

Staff: Kathy Colfer, Tracye Fortin, and Jennifer Pare

Policy Council Staff Orientation: Murielle DiBiase, Tiffany Laliberty, Erica Harris, Angie Nightingale and Amanda DeLeonardis.

Excused: Elisa Mason and Andrea Moody.

Absent: Leslie Hamlin, Jessica Rodrigue, Kristie Harris, David Burns, and Dawn Willcutt.

2. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 11/18/2010

Motion by: Dara B.

Seconded: Heather M.

Vote: AIF

3. Personnel

No personnel actions were needed.

4. Policy Council Officer Elections

Reviewed duties of each position. Council members expressed their interest in specific positions, with no more than one member interested in each position.

- Chairperson – Dara Brunnell
- Vice-Chairperson – Fred Andrews
- Secretary – Heather Fletcher
- Treasurer – Heather Coro

- Community Rep – Heather Coro
- Community Rep – Amy Dyer

Thank you for your willingness to play a leadership role on the Council!!

Motion to: Approve nominations for Policy Council Representative seats.

Motion by: Heather M.

Seconded: Heather H.

Vote: AIF

5. **Strategic Planning Calendar**

The Child and Family Services Director discussed the different assessments and strategic plan for the development of the grant, which needs to be submitted no later than June 1, 2011. Classrooms Observations and Interview Forms will be provided to all Policy Council members next week for their review. Parent Observations and Interviews should be complete by January 20th to ensure results are provided for the February meeting to Council members. Dates of other activities will be determined at a later date.

Strategic Planning dates of February 1 & 2, 2011 were discussed. The Director asked interested parents to contact Jennifer Pare at (207) 859-1613 for confirmation of attendance.

6. **Policies/Procedures**

- Community Complaint Procedure – Received and reviewed as a council.

Motion to: Approve and recommend to the Board of Directors.

Motion by: Heather M.

Seconded: Heather H.

Vote: AIF

- Grievance Policy and Process for Parents/Guardians – Received and reviewed as a council. No changes notes.

Motion to: Approve and recommend to the Board of Directors.

Motion by: Heather M.

Seconded: Heather H.

Vote: AIF

- Internal Dispute Resolution Policy – Reviewed policy in depth. Recommendation from the council to include that the regional office will be notified of commencement of the mediation process.

Motion to: Approve policy with change noted above and recommend to the Board of Directors.

Motion by: Heather H.

Seconded: Heather M.

Vote: AIF

- Confidentiality Policy – Review policy in depth. Discussion was around clarification of when to give local authorities information (i.e. emergency situation or investigations). Kristen Slefinger, the Family Services Manager, will research and attend the January Policy Council meeting to discuss the policy.

- Medically Underserved/Health Professional Shortage Area – Reviewed policy – no changes noted except the spelling of “Professional” in the header.

Motion to: Approve Medically Underserved/Health Professional Shortage Area policy with change noted above and recommend to the Board of Directors.

Motion by: Heather H.

Seconded: Heather M.

Vote: AIF

- ❑ Short Term Medical Exclusion Policy – Tabled. Health and Nutrition Manager will present recommended changes.

Motion to: Table policy.

Motion by: Heather M.

Seconded: Heather H.

Vote: AIF

- ❑ Transportation Policy – Reviewed policy and rates in depth. Further discussion will take place next month.

Motion to: Approve policy, except rates, and recommend to the Board of Directors. Rates will be further discussed at the January meeting.

Motion by: Heather M.

Seconded: Heather H.

Vote: AIF

The recommendation was made that we use consistent wording in all policies that reference Head Start Policy Council – either “Head Start Policy Council” or “Policy Council”.

7. Reports

Due to time constraints, the reports were tabled to the January meeting.

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

Motion to: Table all reports to the January meeting.

Motion by: Heather M.

Seconded: Fred A.

Vote: AIF

8. National Head Start Association Parent Leadership Conference & Director Conference

The National Head Start Association Parent Leadership Conference & Director Conference was held on December 7 & 8, 2010. Two Policy Council parents attended along with 3 staff from Child and Family Services. Heather Huff and Jessica Hebert provided the council with an overview of what they learned. Copies of an activity they did at the conference will be provided to all council members at next month’s meeting.

9. Treasurer’s Report

Beginning Balance	\$	250.00
Paid Out		88.44
Ending Balance	\$	161.56

Motion to: Accept Treasurer’s Report.

Motion by: Heather M.
Seconded: Heather H.
Vote: AIF

Motion to: Adjourn
Motion by: Heather H.
Seconded: Fred A.
Vote: AIF