

Policy Council Committee Meeting

June 10, 2010

Open Meeting

Motion to: Open Meeting

Motion by: Andrea M.

Seconded: Dara B.

Vote: AIF

1. Introductions & Roll Call

Representatives: Christine Roff, Fred Andrews, Martha Andrews, Carrie Henderson, Bruce Trost, Dara Brunell, and Andrea Moody. **A quorum was present.**

Parents: Sarah Clark-Therrian

Staff: Kathy Colfer, Jennifer Paré, Tracye Fortin, Tiffany Lewis, and Janelle Gath.

Excused: Heather Merrow, Jessica Washburn, Heather Huff and Elizabeth Bickford.

Absent: Gina Pratt, Jennifer Race, David Burns, Alan Harvey, Elisa Mason and Heidi Mullen.

2. Picturing America Presentation

Tiffany Lewis, Assistant Teacher at Waterville Child Development Center, led a presentation on Picturing America and the event at the Colby Art Museum. Picturing America is an initiative of the National Endowment for the Humanities. The pictures are poster-size and laminated and come with a guide book that prompts teaching staff to ask the children questions about the pictures for children to be engaged. Children love “what do you see” activities and often select the picture to explore. For more information on Picturing America, please feel free to talk to the teaching staff at your site.

3. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 5/13/2010

Motion by: Fred A.

Seconded: Bruce T.

Vote: AIF

4. Personnel

The following personnel actions were 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 Master Teacher, one Family Services Coordinator, five Teachers, and one Assistant Teacher.

Details are outlined in the Personnel meeting minutes.

Motion to: Accept recommendations for one Master Teacher, one Family Services Coordinator, five Teachers, and one Assistant Teacher.

Motion by: Fred A.

Seconded: Bruce T.

Vote: AIF

The Director of Operations was pleased to announce the advancement of two Assistant Teachers to Teacher positions and one Teacher to a Master Teacher position.

The Operations Director addressed the following questions that were brought forward:

- If a Policy Council Representative becomes a Substitute, they must resign from the Policy Council.
- Policy Council Representatives can participate in KVCAP interviews.

5. **July Policy Council Meeting**

Policy Council does not normally meet in July. However, due to the number of hires that will need approval, there will be a meeting will be held on July 8th at 6:30 pm. It will last no longer than 45 minutes. Snacks will be provided. Child Care will not be provided, however, babysitting stipends will be available to parents.

6. **Childcare Rates**

The Child & Family Services Director discussed the revised Employee Childcare Rates with the Council. A private organization will subsidize private child care in Educare, but not in other locations. Both rate structures will be discussed at the August meeting.

7. **Policy Council Meetings**

The Council discussed having the Policy Council meetings and childcare take place at the new Educare facility, starting in September 2010. This is due mainly to availability of childcare staff to provide on-site childcare for children of Policy Council parents.

Motion to: Accept recommendation to hold Policy Council meetings at the new Educare facility starting in September 2010.

Motion by: Dara B.

Seconded: Andrea M.

Vote: AIF

8. **Policy Council Representative**

Due to attendance issues, and in accordance with Policy Council By-Laws, a motion was made to terminate the MSAD #54 Policy Council representative. The notification of attendance concern and reminder of the attendance policy in the Policy Council By-Laws was sent April 8th. The representative has had no communication and has not attended subsequent meetings. Policy Council By-Laws require a termination notice be sent. The center parent group will be notified.

Motion to: Accept recommendation for termination of the MSAD #54 Policy Council representative.

Motion by: Fred A.

Seconded: Dara B.

Vote: AIF

9. **Policies/Procedures**

- Policy Council Childcare Guidelines / Childcare During Policy Council & Parent Meetings – This policy was put in place so staff can reference when providing child care during the Policy Council meetings.
- Medically Underserved/Health Professional Shortage Area Policy – There were no changes to this policy this year, however, it does require annual review from the council. The federal policy states that children from Medically Underserved/Health Professional Shortage Areas can receive Head Start services without regard to income. A review of towns has been completed. There were no changes in town eligibility.

Motion to: Accept Policy Council Childcare Guidelines, Childcare During Policy Council and Parent Meetings and Medically Underserved/Health Professional Shortage Area policies/procedures.

Motion by: Fred A.

Seconded: Dara B.

Vote: AIF

10. Policy Council By-Laws

The Child and Family Services Director discussed the need to review the current By-Laws. Due to the new Educare facility, the seats outlined in the By-Laws will need to be revised. Members were asked to review the content of the By-Laws and bring their recommendations and comments to the August meeting. Change to the By-Laws requires a 2/3 quorum.

11. Community Services Block Grant

It was announced that Educare was the recipient of a \$50,000 Community Services Block grant through the City of Waterville; specifically to fund the purchase of classroom equipment.

12. Centers of Excellence

The Child and Family Services Director shared that the application guidance for the Centers of Excellence awards has been published. Only one agency in the State of Maine can be nominated and she was happy to present that KVCAP was chosen for the State of Maine by the Head Start Director's Association and the Governor. There will be 52 recipients; one from each State.

13. Reports

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

- Background checks and Suspected Child Abuse and Neglect policies.
- In-Kind Report through May.
- Budget Reports through April.
- 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 May.

Motion to: Accept all policies/reports as presented.

Motion by: Fred A.

Seconded: Bruce T.

Vote: AIF

14. August 12th Year End Policy Council Celebration Meeting

Discussed ideas for the August meeting, which is normally a year-end celebration. The meeting will start with all members arriving at the Waterville KVCAP location for 5:30 pm, where we will enjoy a BBQ on the playground and discuss By-Laws and other Policy Council agenda items. It will be followed by a tour of the new Educare facility.

15. Treasurer's Report

Beginning Balance	\$	300.00
Paid Out		45.32
<u>Ending Balance</u>	\$	<u>254.68</u>

Motion to: Accept Treasurer's Report.

Motion by: Andrea M.

Seconded: Bruce T.

Vote: AIF

Motion to: Adjourn

Motion by: Andrea M.

Seconded: Dara B.

Vote: AIF

It's Good for Them! Promoting Physical and Social-Emotional Development at Snacks and Mealtimes

Now you are ready to begin the audio cast! You will hear welcome, brief panel introductions, and a panel discussion. The Question and Answer session was pre-taped. The case studies above and information below are referenced in the audio cast.

Audio Cast Objectives

During this audio cast, panelists:

1. Highlight the ways in which the **Head Start Program Performance Standards** related to nutrition support not only healthy physical development of children but also healthy social and emotional development;
2. Address the personal and cultural importance of food and feeding relationships; and
3. Describe ways that families and staff can develop healthy and responsive feeding relationships with very young children in all program options.

Relevant Head Start Program Performance Standards

Below are some of the **Head Start Program Performance Standards** that address the connection between physical and social-emotional development at snacks and mealtimes. Please note that, while these **Standards** are the most relevant to our discussion, this is not a complete list. For more information, please see the **Head Start Program Performance Standards**.

§1304.23 Child nutrition.

- (a) Identification of nutritional needs. Staff and families must work together to identify each child's nutritional needs, taking into account staff and family discussions concerning:
 - 2) Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and the feeding requirements of infants and toddlers and each child with disabilities (see 45 CFR 1308.20);

The Early Head Start National Resource Center @ ZERO TO THREE



(3) For infants and toddlers, current feeding schedules and amounts and types of food provided, including whether breast milk or formula and baby food is used; meal patterns; new foods introduced; food intolerances and preferences; voiding patterns; and observations related to developmental changes in feeding and nutrition. This information must be shared with parents and updated regularly.

(b) Nutritional services.

(1) (iv) Each infant and toddler in center-based settings must receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

(c) Meal service. Grantee and delegate agencies must ensure that nutritional services in center-based settings contribute to the development and socialization of enrolled children by providing that:

(1) A variety of food is served which broadens each child's food experiences;

(2) Food is not used as punishment or reward, and that each child is encouraged, but not forced, to eat or taste his or her food;

(3) Sufficient time is allowed for each child to eat;

(4) All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible;

(5) Infants are held while being fed and are not laid down to sleep with a bottle;

(6) Medically-based diets or other dietary requirements are accommodated; and

(7) As developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.

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16. CHILD GUIDANCE

16.1. Child guidance

- 16.1.1. Positive methods of child guidance.** Staff must use positive methods of child guidance which encourage self-control, self-direction, self-esteem and cooperation. Child guidance must meet the individual needs of each child.
- 16.1.2. Consistent and reasonable application of rules.** Rules, expectations and limits must be applied consistently and carried out in a manner consistent with a child's developmental ability.
- 16.1.3. Constructive methods of guidance.** The Child Care Facility must use only constructive methods of guidance. This may include, but is not limited to, interventions such as conflict resolution, encouraging the use of language skills, redirecting, providing choices, using praise or positive reinforcement, recognizing a child's strengths, and allowing for individual differences.
- 16.1.4. Corporal punishment.** Corporal punishment as defined in Section 1.6 in these rules is strictly prohibited.
- 16.1.5. Shaming.** Shaming and embarrassment must not be used.
- 16.1.6. Withholding food.** The withholding of food, drink, or rest must not be used as punishment or threat of punishment.
- 16.1.7. Forced to eat.** No child shall be forced to eat or drink against his/her will.
- 16.1.8. Soiling, wetting.** No child shall be punished for soiling, wetting, or not using the toilet.
- 16.1.9. Cruel punishment.** No child shall be subjected to cruel or severe punishment, humiliation, verbal abuse or unusual confinement.
- 16.1.10. Adaptive equipment.** The withholding of any adaptive equipment that would result in loss of a child's independence must not be used.
- 16.1.11. Detrimental practice.** No child shall be subjected to an action or practice detrimental to the welfare of children as defined in Section 12.1.5.