

Policy Council Committee Meeting

November 18, 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, Andrea Moody, and Heather Huff.. **A quorum was present.**

Parents: Heather Coro and Martha Andrews.

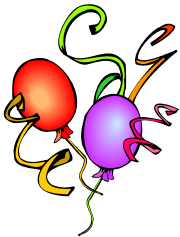
Staff: Kathy Colfer, Tracye Fortin, Jennifer Pare, and Janelle Gath.

New Staff Orientation: AnnMarie Lieberman, Katlyn Champagne, Alison Michaud, Jane Allen, Becky Cookson, Emily Clark, Amanda Ludden, Jean Wright, Jennifer Hickey, Sarah Libby, Jessie Cassidy, Stephanie Satow, Ashlee De'Tour, Meaghan Hall, Kerrie Flionis, Billie-Jo Eberhard, Laura Bissell, Karen Jones, and Marcie Williams.

Excused: Elisa Mason and Dawn Willcutt.

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

2. Orientation



Welcome new members!!!! Orientation of new Council members, including review of the Policy Council Notebooks, occurred. Orientation activities focused on insuring that new members understood Policy Council's purpose/function and how the Council interacts and works with KVCAP's Board of Directors.

The December agenda will focus on election of officers. The importance of participating in Policy Council was discussed and members were asked to encourage other parents to join in program and governance activities. Members were urged to consider these roles because it is an opportunity to learn new skills that can be utilized outside of the meeting room.

3. Policy Council ByLaws

The Policy Council ByLaws require a two-thirds quorum for changes to be made to them. A two-thirds quorum was present. Policy Council approved the following changes:

Parents:

Every program will have representatives based on the following plan:

~~MSAD #48~~RSU #19 = 1

MSAD #53 = 1

MSAD #49 = 1

MSAD #54 = ~~4~~2

MSAD #59 = 1

MSAD #74 = 1

HomeStart (0-5) = 1

~~Waterville Pre-Kindergarten = 1~~

~~Waterville Child Development Center = 1~~

~~KVCC = 1~~

Skowhegan Child Development Center (0-5) = 21

HomeBased Services (0-5) = 1

Educare Central Maine (0-5) = 3 (1 representative from each Neighborhood)

Total (Parents) = 1312

Section 1 – Regular Meetings:

Regular meetings will be held monthly. The Policy Council will designate the place and times of meetings. A minimum of 109 meetings will be scheduled per program year.

Motion to: Accept proposed changes to the Policy Council ByLaws and recommend to the Board of Directors.

Motion by: Heather M.

Seconded: Dara B.

Vote: AIF

4. HomeStart Representative

Sarah Conway was recommended to the Council by her Parent Group for HomeStart Representative.

Motion to: Accept recommendation from the HomeStart Parent Group to elect Sarah Conway as the Policy Council HomeStart Representative.

Motion by: Heather H.

Seconded: Heather M.

Vote: AIF

5. Personnel

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

The Operations Director presented the following recommendations:

- A recommendation for hire for a Family Services Coordinator.

Motion to: Accept recommendation for hire for a Family Services Coordinator.

Motion by: Heather H.

Seconded: Dara B.

Vote: AIF

- A recommendation for termination of a Teacher.

Motion to: Accept recommendation for termination of a Teacher.

Motion by: Heather M.

Seconded: Dara B.

Vote: AIF

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

The National Head Start Association Parent Leadership Conference & Director Conference will be held on December 7 – 8, 2010 at the Radisson Hotel in Nashua, New Hampshire. If you are interested in attending, please contact Jennifer Pare at (207) 859-1613 or by email at jenniferp@kvcap.org.

7. **Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>		<u>66.44</u>
<u>Ending Balance</u>	\$	<u>233.56</u>

Motion to: Accept Treasurer's Report.

Motion by: Dara B.

Seconded: Heather M.

Vote: AIF

Motion to: Adjourn

Motion by: Heather H.

Seconded: Dara B.

Vote: AIF