

Policy Council Committee Meeting

October 21, 2010

Open Meeting

Motion to: Open Meeting

Motion by: Dara B.

Seconded: Heather M.

Vote: AIF

1. Introductions & Roll Call

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

Staff: Kathy Colfer, Jennifer Paré, and Tracy Fortin

Excused: Bruce Trost and Elisa Mason.

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

2. Review/Approval of Meeting Minutes

Motion to: Accept meeting minutes of 8/12/2010

Motion by: Heather M.

Seconded: Dara B.

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 4 Substitutes.

Motion to: Accept recommendations for hire for 4 Substitutes.

Motion by: Heather M.

Seconded: Dara B.

Vote: AIF

- A recommendation for hire for Substitute in the Kitchen.

Motion to: Accept recommendations for hire for a Kitchen Substitute.

Motion by: Heather M.

Seconded: Dara B.

Vote: AIF

- A recommendation for hire for a Family Services Coordinator.

Motion to: Accept recommendations for hire for a Family Services Coordinator.
Motion by: Heather M.
Seconded: Dara B.
Vote: AIF

- A recommendation for termination of two Substitutes.

Motion to: Accept recommendation for termination of two Substitutes.
Motion by: Heather M.
Seconded: Dara B.
Vote: AIF

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 Council ByLaws**

The Policy Council ByLaws require a two-thirds quorum for changes to be made to them. A two-thirds quorum was not present, however, Council members chose to have discussion and draft a recommendation for approval at the next meeting.

Policy Council recommended the following changes to the Representatives section of the ByLaws:

Parents:

Every program will have representatives based on the following plan:

- RSU #19 = 1
- MSAD #53 = 1
- MSAD #49 = 1
- MSAD #54 = 2
- MSAD #74 = 1
- HomeStart (0-5) = 1
- Skowhegan Child Development Center (0-5) = 1
- HomeBased Services (0-5) = 1
- Educare Central Maine (0-5) = 3 (1 representative from each Neighborhood)

Total (Parents) = 12

Motion to: Accept proposed changes to the Policy Council ByLaws and recommend to the full Policy Council at the next meeting.
Motion by: Heather M.
Seconded: Jessica H.
Vote: AIF

5. **Policy/Procedure Review**

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

Code of Conduct –

Heather explained the Board’s questions about the use of food as reward or punishment. The C&FS Director explained that both the Head Start Performance Standards and Maine’s Child Care Licensing Regulations do not allow the use of food as a punishment or reward (see attached). For children with special needs, program staff works closely with Child Development Service in the development of the IFSP (Individual Family Service Plan) or the IEP (Individual Education Plan) to incorporate positive methods of child guidance. While the program does not support using food as reward or punishment, if it is determined by Child Development Services that food is the last resort, then the guidance in the IFSP or IEP must be carried out.

Motion to: Accept Code of Conduct policy and recommend to the Board of Directors.

Motion by: Dara B.

Seconded: Andrea M.

Vote: 4 in favor; 1 opposed.

6. Reports

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

- Budget Reports through August.
- In-Kind Reports – Final report for program year.
- Monthly Attendance Report through August.
- Monthly Absenteeism Report through August.
- Enrollment Report through August.
- Agency Credit Card Expenditures through Mid-September.
- Program Information Report for September.

Motion to: Accept all policies/reports as presented.

Motion by: Heather M.

Seconded: Dara B.

Vote: AIF

7. 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.

8. Treasurer’s Report

Beginning Balance	\$	300.00
Paid Out		54.56
Ending Balance	\$	245.44

Motion to: Accept Treasurer’s Report.

Motion by: Jessica H.

Seconded: Heather M.

Vote: AIF

Motion to: Adjourn

Motion by: Heather M.

Seconded: Dara B.

Vote: AIF