

5/17/22 Policy Council Meeting Minutes

Attendance: (virtual meeting)

Staff Present: Amber Mahoney, Chrissy Daignault, Shelley Smith

Members Present: Isabel Lundquist, Diane Coughlin, Krystyna Roberts, Josie Sabo

Introduction of Policy Council members and Head Start staff

Meeting called to order at 10:03 AM

Approval of April Meeting Minutes:

Motion to Approve April 2022 minutes:

1st: Krystyna

2nd: Isabell

Number of Members in Favor: 4

Motion Approved

Program Reports and Updates:

Director's Report

Amber reviewed the Director's Report in Tricia's absence.

Amber shared that there has been no information received on when the Focus Area 2 Review will be scheduled. Once notification is received that information will be shared with the Policy Council.

Amber gave a brief overview of the Consolidated Appropriations Act of 2022, and how it correlated to the cost-of-living adjustment and Quality Improvement investment, including how the increase funds pertained to our agency.

Amber reviewed current staff vacancies. At the time the report was written, Head Start/Early Head Start had 23 staff vacancies. Amber shared that second interviews were held for an EHS Teacher Assistant and EHS Floater Aide positions for the River Street Center. Those second interviews went well and references were being contacted. There was also a scheduled interview for a HS Floater Aide for the Cambridge Center. Job fairs were ongoing, however we were taking into account the high COVID-19 transmission rate in our community, so modifications were being made (holding event outside).

Amber shared that calendar planning for the upcoming year is ongoing.

Finance Report:

Shelley reviewed report. More information was given pertaining to the COLA portion of the Consolidated Appropriations Act of 2022 (\$104,023) and Quality Improvement Funds (\$20,989). Shelley shared that the COLA increases will be effective April 1, 2022 and will be retroactively applied. Shelley presented the how the COLA will be applied to our current wage scale (both filled and vacant positions) and how the Quality Improvement funds will be utilized. See New Business.

Approval of Program and Financial Reports

Motion to approve the program reports, including the Director's and Financial Reports,

1st: Diane

2nd: Krystyna

Number of Members in Favor: 4

New Business

- Shelley reviewed how the COLA funds would correlate to the wage scale (Chrissy shared a visual of new proposed wage scale). The 2.94% increase will be applied to all filled and vacant positions for HS/EHS.
Motion to approve new wage scale with the COLA increases
1st: Diane
2nd: Krystyna
Number of Members in Favor: 4
- Shelly reviewed Quality Improvement grant. She proposed that all of the QI of funding will be applied to increasing the wages of the 14 lead teacher positions. Doing so, will help align our wage scale to the competitive market for early childhood educators. This is an additional increase, above and beyond the 2.94% COLA, of 4.53%
Motion to increase wage for lead teachers using funds from Quality Improvement
1st: Diane
2nd: Josie
Number of Members in Favor: 4
- Amber reviewed Focus Area 2 questions for Policy Council:
PM4: The recipient's policy council is engaged in the direction of the program, including program design and planning of goals and objectives.
 1. The policy council members will demonstrate how they support active involvement of parents in program operations and how they ensure the agency is responsive to community and parent needs.

- Attending parent meetings/child-parent activities to talk about policy council
 - Being available to talk and discuss
 - Attending drop off/pick up time to meet/talk to families
 - Busing/transportation
2. The policy council members will describe the type of information they use to ensure the program is delivering quality services and the ways they actively participate in the direction of the program.
- Reading of reports
 - Talking with parents
 - Working with community partners

Chrissy will share these questions with Policy Council members so they can think about other responses. We can discuss questions again at future meetings.

- Isabell gave an update on community boxes. She is still working on acquiring the materials.

Meeting adjourned at 11:00am

Next Meeting is June 14, 2022 at 9:30am