



October 22, 2025
Early Head Start
Policy Council Meeting
300 Washington St./Zoom
10:00 am-11:30 am
AGENDA/MINUTES

10:00 am Policy Council Open Meeting All Welcome

Time	Attendance	
10:00am-10:05am	Call to order	Arijah called the meeting to order
10:05am-10:10am	Review Agenda (Add/Remove item to agenda at this time)	
10:10am-10:15am	Approve Minutes (Vote Needed)	Jessica motion to discuss minutes Brendon motion to approve, Cameron 2 nd , all in favor
10:15am-10:45am	Director's Report <ul style="list-style-type: none"> • Program Services Update <ul style="list-style-type: none"> ○ Continuing Application Submitted • Fiscal Report Update <ul style="list-style-type: none"> ○ Fiscal Policy Training ○ Plan for future spending any remaining funds anticipated • State, Regional, and National Updates 	Vote Jessica Stark in as a Community Partner for PC <i>Brendon motion to vote for Jessica in, Sarah 2nd all in favor</i> Vote Larissa Gangloff and Paulina Ewusi-Ansah in as Parents for PC <i>Brendon motion to vote for Larissa Gangloff and Paulina Ewusi-Ansah, Jessica 2nd all in favor</i> <ul style="list-style-type: none"> • No meeting for the next two months, November and December. Will reach out if anything needs approval • Know Your Rights event <ul style="list-style-type: none"> ○ Caritas Immigration Legal Services was 2 hours long due to translation but went 45 min. longer. Very powerful, insightful, and concerning. Expert legal advice was given. • Fatherhood Engagement Event <ul style="list-style-type: none"> ○ Only 1 male role model was able to join. Will offer again. Any male role model is welcome to come even former families.



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		<ul style="list-style-type: none">• Melissa Kish has a new role at hospital. Position has not been posted. We are looking at this position. Look at possibly dividing it. Will look to do interview. PC members can join.• Review Fiscal Report<ul style="list-style-type: none">○ Follow up on CC TX line○ Classroom supplies for socialization, bookshelf for shoreline location○ Dues and fees – New England Head Start○ Possible spending toward end of the year but waiting on hospital's 4th quarter projections○ Training and Technical Assistance (TTA)<ul style="list-style-type: none">▪ Education Manager and Home Visitors will be attending 2-day Pyramid Model training.• Fiscal Policy Training<ul style="list-style-type: none">○ Shared Policy and Procedure for spending○ Multiple approvals all purchases must go through before purchasing can occur○ Receive alert and then fiscal to send payment<ul style="list-style-type: none">▪ 2nd party now must approve the checks○ Defend the spend- federal bank system. Any time we spend we must defend why the purchases were made.○ Nonfederal share match- 20% matches from the community. Every thousand dollars spent then the program is responsible for \$200 worth of non-federal contribution. Ex. Person volunteering for Policy Council is considered a non-federal contribution.<ul style="list-style-type: none">▪ If a program doesn't meet this, then they must fill out a waiver, to the Office of Head Start.○ Brendan asked if there is flexibility from taking money from one line to another? Heather explained that we can move money between only certain lines, and it must stay under the federal requirement. If we need to move more, we will need to request a waiver.
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<p>10:45am-10:55am</p>	<p>Parent Sharing</p> <ul style="list-style-type: none"> • Policy Council Updates <ul style="list-style-type: none"> ○ Review By-Laws (Vote Needed) • Parent Committee Alliance Updates 	<ul style="list-style-type: none"> • By-Laws <ul style="list-style-type: none"> ○ We ask members to review By-Laws at last meeting and bring forward any changes for this meeting. ○ Last change made was for how long members can participate in PC. <ul style="list-style-type: none"> ▪ ARTICLE II: MEMBERSHIP D: A member can serve one-year terms not exceeding five <i>consecutive</i> terms. ○ No updates made on this date. <i>Cameron motion to approve to pass By-Law with no changes, Larissa 2nd, all in favor</i> • Father Engagement will continue to offer. • Diabetes Awareness 11-12 and after will be Health Mental Health Services Advisory Committee 12-2 <ul style="list-style-type: none"> ○ November 4, 2025 ○ HMHSAC will be hybrid who would like to join virtually ○ Nurse from Middlesex Health will be here to share information for the Diabetes Awareness session.
<p>10:55am-11:05am</p>	<p>ERSEA Report</p> <ul style="list-style-type: none"> • Enrollment/Attendance Update 	<ul style="list-style-type: none"> • Shared ERSEA Report <ul style="list-style-type: none"> ○ New process Accepted to Enrolled has been helping with the 45-day requirement.



	<ul style="list-style-type: none"> • Recruitment & Community Outreach Effort 	<ul style="list-style-type: none"> ○ Families are considered enrolled on their first home visit and that is when 45 days start for them to complete certain program documents. • Recruitment <ul style="list-style-type: none"> ○ Attended DCF fair <ul style="list-style-type: none"> ▪ DCF staff meet different providers to help support their families ○ Attended Middletown Farmer’s Market ○ Libraries ○ Suggestions for outreach are welcome ○ We continue to take referrals even if we are full. <ul style="list-style-type: none"> ▪ Children are aging out. ○ Families are decided by their selection criteria points. <ul style="list-style-type: none"> ▪ 2 on waitlist but it depends on the selection criteria. ▪ We have a few over incomes but with low points • Chairperson Vote <ul style="list-style-type: none"> ○ Chairperson’s role ○ Signing off on approval letters that are sent to the federal ○ FA1 would be the one to attend the meetings. Understanding the role. Promoting and talking about programs. ○ Cameron and Larissa are both interested. <p><i>Brendan motion to approve Cameron English and Larissa Gangloff as Co-Chairperson for PC, Sarah 2nd, all in favor</i></p>
11:05am-11:20am	<ul style="list-style-type: none"> • Spring School Readiness • Education Manager Report • School Readiness Goals (Vote Needed) 	<p>Shared SR Report</p> <ul style="list-style-type: none"> ○ Access 3x a year, Fall, Winter, Spring ○ Desired Results Developmental Profile (DRDP) Tool ○ Look at growth by comparing children to themselves, break it down in small increments <ul style="list-style-type: none"> ▪ Infant → Toddler ○ Home Visitor (HV) observes your child during home visits. Take notes and stating what they see at their visits.



		<ul style="list-style-type: none"> ○ Compare Fall 2025 to Spring 2025 to see progress ○ Recommendations are given <ul style="list-style-type: none"> ▪ Showing and support – language and literacy development. We do fund a need grant for books for families. <p>Shared DRDP Child Development Summary</p> <ul style="list-style-type: none"> ○ Winter to Spring comparison ○ Helps with planning ○ Next report will be for January <p>Shared School Readiness (SR) Goals</p> <ul style="list-style-type: none"> ○ Uses the Head Start Early Learning Outcomes Framework (HSELOF) and DRDP Assessment Tool to create SR Goals. ○ 5 Developmental domains ○ Review annually and update depending on assessment ○ <i>Larissa motion to approve School Readiness Goals, Cameron 2nd, all in favor</i> <ul style="list-style-type: none"> ▪ Larissa is interested in Potty Training- Nelie is looking into someone coming out. Larissa shared that she would love to run it. Does potty training at work and can share tips and tricks.
11:20am-11:30am	Public Comment	<ul style="list-style-type: none"> ○ RVT <ul style="list-style-type: none"> ○ Bus stops signs and shelters are coming soon. ○ 6 months to a year before bus stops changes will occur. ○ Feel free to contact Brendon for any information. ○ Cameron facilitating parent groups <ul style="list-style-type: none"> ○ PLTI in Middletown ○ Approved for 2 Generative Board and Health and Wellness board.



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		<ul style="list-style-type: none">○ Camron would like to support expecting and post-partum parents as a doula.○ FRC<ul style="list-style-type: none">○ Hopefully playgroup can start next month at CRT.○ They still need to hook up washer and dryer for families to use. Larissa mentioned she has a friend that can probably assist.○ Farm Hill playgroup is still on.○ Larissa would like to facilitate Circle of Security.○ Arijah is looking into preschool for Kylon and weight loss journey. Working on potty training.○ Paulina – Ammy is starting to potty train. Loves Emma.○ Feel free to bring items to donate to other families. Contact Yeni. Maybe send list of needs.
11:30am	Adjourn	Larissa motion to adjourn

Join Zoom Meeting

<https://aces-org.zoom.us/j/87294142037?pwd=PzAWNPOgX6tFXoJoEUSMBdczJsSWHb.1>

Meeting ID: 872 9414 2037

Passcode: 256473