



**Head Start/Early Head Start Policy Council  
Forwards Quality Inn – West Branch  
March 24<sup>th</sup>, 2017**



Jennifer Lopez called the meeting to order at 10:00 am.

**Members Present:**

Peggi Armstrong, Cassandra Busch, Jennifer Gooch, Addie Harris, Tamara Hart, Melissa Holt, Jennifer Lopez, Danielle Martz, Amanda Merrill, Tina Schumacher, John Smock, Kimberly Wellman

**Staff Present:**

Vicki Bohr, MMCAA, Priscilla Zastrow, MMCAA, Tricia Grifka, Pam Badour

**Members Excused:**

Alvin “Chip” Clarke, Natalie Clarke, Chris Derosier, Brian Fuller, Meagan Holmes

**Members Absent:**

Aubrey Haskill, Dalene Meddaugh

**Quorum Present**

John Smock made a motion to approve February’s meeting minutes. Cassandra Busch seconded. All Ayes. Motion carried.

**NEMCSA Board Report**

The Board Meeting was held on March 3<sup>rd</sup> in Gaylord. No Policy Council or staff present attended the meeting. No report given.

The next Board meeting will be held on Friday, April 7<sup>th</sup> in Au Gres.

**Delegate Policy Council**

A presentation/training on the prevention of child sexual abuse, “Darkness to Light” was provided to members. After the training members received certificates of completion.

**Workgroup Updates**

There were no workgroup meetings held. Tricia stated that the “Data Dig” workgroup will be meeting on Monday, March 27<sup>th</sup>. Pam mentioned that she was asked to compile a data summary of Policy Council membership which included member turnover and attendance. Members were interested in seeing the summary. Copies of the summary will be distributed and discussed at our April Policy Council meeting.

**MHSA 26<sup>th</sup> Annual Early Childhood Training Conference - Amanda Merrill, parent rep to MHSA**

Amanda stated that she recently attended the Michigan Head Start Association’s (MHSA) Annual Early Childhood Conference in Troy. She said that the two keynote speakers were very good. The first was Nefertiti Bruce Poyer, *Early Childhood Specialist and National Trainer, Devereux Center for Resilient Children*. She provided a presentation titled “We are Better Together: Building Resilience of Children, Families, and Communities.”

The second keynote speaker was Dr. Walter Gilliam, Director, *the Edward Zigler Center in Child Development and Social Policy*; Associate Professor of Child Psychiatry and Psychology, Child Study Center, Yale School of Medicine. He spoke about ways to improve the quality of prekindergarten and child care services, the impact of early childhood education programs on children's school readiness, and effective methods for reducing classroom behavior problems as well as preschool expulsion and suspension practices in early education settings, gender and racial disproportionality, and potential causes for these disparities, including the potential role of implicit bias. The presentation focused on research findings and information about how early childhood educators understand implicit bias and how preschool expulsions and suspensions are understood within a social justice and civil rights framework.

Amanda also attended other workshops that she really enjoyed. She shared with members some of the handouts she received from the conference.

## **Information and Discussion Items:**

### **Agency Audit Report**

Members received a "Draft" copy of the Agency Audit Report. Tricia reviewed the report with members. There appears to be no findings or areas of concern. Since this was a "Draft" copy of the audit, copies distributed to members were collected and destroyed after review. Members will receive a copy of the final report when completed.

### **Summary of Area Planning Meetings**

Tricia said that a few of the meetings have taken place and the rest will be completed the last week of March. The goal of these meetings is to review what was in place last year, what worked well, and what challenges were encountered during the past year. A significant portion of each meeting is spent discussing plans for next year, including enrollment numbers, facilities, transportation and food service. Enrollment planning for each program also uses community assessment data. Parents are invited to participate.

### **Federal Update**

Members received a copy of an e-mail Tricia received from the National Head Start Association (NHSA). The e-mail was a word of caution that should be passed along to staff and parents. NHSA learned that a political ad may be circulating on TV in some local communities. The ad encourages people to contact their Members of Congress and ask them to stand up against cuts to Head Start. These ads are likely to create unnecessary fear and confusion to parents and staff and could bring Head Start into a potentially harmful political fight. Specific cuts to Head Start have not yet been proposed and we will not know what the Administration is proposing until May when the President's full budget is released.

Tricia also informed members that the National Head Start Association announced an exciting partnership with Scholastic. To celebrate Head Start's 52<sup>nd</sup> birthday, Scholastic is sending every grantee 50 new age-appropriate books. Head Start classrooms across the country will hold a **Community Reading Day on May 18** and invite elected officials to read aloud with the class. Tricia asked members if they supported the idea and everyone did. Tricia immediately submitted NEMCSA's request for books. Although we won't have enough free books for every classroom, we will still invite elected officials and participate in Community Reading Day. Tricia will share more information with members as it gets closer.

### **Policy Council Portal Update/Monitoring**

Tricia updated members on the status of the Policy Council Portal. She has been in contact with our IT Department and asked them to begin work on the portal. Members will set up their own user name

and password. Pam will upload documents prior to each meeting and notify members when that has taken place. The documents will also be projected on a screen during each meeting. Prior to the launch of the portal, we will have a presentation on how to use the portal.

### **2015-2016 Head Start/Early Head Start Ongoing Monitoring/Self-Assessment Report**

The 2015-2016 On-going Monitoring/Self-Assessment Report was distributed and reviewed with members. Tricia explained to members that it is a requirement for an annual Self-Assessment but the approach that we take is on-going monitoring so that we can identify and correct problems during the school year instead of doing a review at the end of the year and trying to correct then. The report was a piece of the data that the Self-Assessment/Data Analysis Team reviewed at a June 2016 meeting. It included data from September 1, 2015 through May 31, 2016. At September' meeting members of the team reviewed additional data that was collected and/or finalized June through August 2016.

### **Administrative Report**

#### **NEMCSA Board and Policy Council Report**

The Monthly Progress Report was reviewed with members. The health percentages are still under their targets but we have April and May to reach them. Average Daily Attendance was below the target number of 85% mainly due to illness.

#### **Head Start and Early Head Start Budget/In-kind Reports**

Tricia reviewed the Head Start /Early Head Start Revenue and Expenditure report for the year ending January 31<sup>st</sup>, 2016. She stated that we are still showing a balance from last year's award due to some equipment/supplies that have not been delivered or paid for yet. We have until April 30<sup>th</sup> to close out the budget.

In-kind reports for Head Start and Early Head Start as well as a Head Start In-kind Comparison Report were distributed and discussed with members. Tricia told members that Head Start has not completed all entry yet, but we are in good shape and are on track.

#### **Credit Card Expenditure Review – *Budget Committee***

Members of the Budget Committee reviewed and approved credit card expenditures in the amount of \$44,733.92 for Fifth Third Bank. There were several questions. Answers obtained. Approval appears below under Action Items.

### **Action Items**

#### **Approval of Credit Card Expenditures**

Addie Harris made a motion to approve credit card expenditures in the amount of \$44,733.92 for the previous month. John Smock seconded. All Ayes. Motion carried.

#### **Approval of New Hires/Terminations**

Jennifer Lopez asked if any members were asked to participate in interviews. Amanda Merrill was asked and participated in an interview. Kimberly Wellman made a motion to approve New Hires/Terminations. Danielle Martz seconded. All Ayes. Motion carried.

#### **New Business/Sharing/Bluesheets**

Numerous Bluesheets were shared. They contained positive statements regarding teaching staff and special events.

**Natural Playground Presentation** – Priscilla Zastrow, MMCAA Administrative Office

Priscilla provided a PowerPoint presentation on Natural Playgrounds/Outdoor Classrooms to the group. The presentation included research that shows the benefits to children's physical growth and well-being when they learn and play outdoors. The presentation also included several videos and pictures of natural playgrounds that are at several Mid-Michigan sites.

Next meeting will be Friday, April 28<sup>th</sup> at the Quality Inn Forward Conference Center, 2980 Cook Road in West Branch. The meeting will begin at 10:00 am and end at approximately 2:00 pm. You may contact Pam Badour at [badourp@nemcsa.org](mailto:badourp@nemcsa.org) or 989/893-5564 Ext. 401 with questions. Quality Inn's telephone number is 1-989/345-3503.

Addie Harris made a motion to adjourn. Cassandra Busch seconded. All Ayes. Motion carried.

Meeting adjourned at 1:10 pm.

Policy Council Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_