



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
May 18th, 2018**



In absence of Chairperson Jennifer Lopez, the Vice Chairperson John Smock called the meeting to order at 10:14 am.

Roll Call and Approval items were tabled to later in the meeting due to the late arrival of several members.

Introductions

NEMCSA Board Report

The Board Meeting was held on May 4th, in Indian River. Lisa Bolen reviewed highlights from the Director's report. Alvin "Chip" Clarke stated that Liz Kowalski, Area Agency on Aging Special Project Coordinator, presented a PowerPoint presentation on the Evidence Based Disease Prevention Programs that are available under the Area Agency on Aging. The Program Planning and Evaluation Committee met jointly with the Early Childhood Services Committee to review and recommend for Board approval the Head Start Contact Day Waiver Request for 20 Head Start locations and the Head Start Transportation Waiver Request. Both requests were approved by the full Board.

The next Board meeting will be held June 1st in Glennie.

Workgroup Updates

There were no workgroup updates to report. The Natural Playground and School Readiness workgroups both have upcoming meetings. Members of those committees will be contacted with the meeting dates.

Sharing of Monthly Parent/Child Activity

This month's project was a "Friendship Flower" created out of construction paper.

Head Start/Early Head Start Ongoing Monitoring/Self-Assessment Summary

The December 2017- February 2018 On-going Monitoring/Self-Assessment Report that was tabled from last month's meeting was distributed and reviewed with members. Tricia stated that it is a performance standard requirement that an annual Self-Assessment is completed. The approach that we take is on-going monitoring so that we can identify and correct problems during the school year instead of a one-time review at the end of the year and trying to correct any problems at that time. Instead, at the end of the year the On-going Monitoring Reports are reviewed as a whole, continuing issues are identified and corrective action plans are put into place.

Kindergarten Assessment

Per discussion at last month's meeting regarding the kindergarten assessment, Tricia informed members that next year the plan is that all schools use the same kindergarten entry assessment tool. This year schools can still choose their own. The 3rd Grade Reading law that went into effect may have some impact on how kindergarten readiness is viewed.

ROMA Annual Report Presentation

Copies of the 2017 ROMA (Results Oriented Management and Accountability) Annual Report were distributed and reviewed with members. ROMA is a practice that incorporates the use of outcomes or results into the administration, management and operation of human services to track program results on six national goals.

CSEFEL (Center on the Social and Emotional Foundations for Early Learning) Presentation - Service Aide Social and Emotional Training - Deb Kipfmiller and Ellen Reeves, Behavior Specialists

Deb and Ellen presented members with an overview of how they plan to promote and sustain an effective work force by working toward nurturing, responsive relationships and high quality supportive relationships. They are providing teaching/service aides information and tools to use in the classroom that will help them to feel more confident doing their job, feel like part of the team and create a more effective workforce. Their goal is to visit the staff instead of having them travel to a meeting place, limit the training to one hour per training, and offer one training per month or 8 hours total per year toward the 16 hours of training required for a Service Aide position. They invite all staff that work in classrooms including lunch aides, bus aides and anyone else that may spend time with Head Start children that are, at some point, a part of the "school family." ***Deb and Ellen are convinced that building the skills and confidence of the support staff will benefit the classroom team, which in turn, will benefit our Head Start children!!***

Roll Call

Members Present:

Joseph Berwanger, Alvin "Chip" Clarke, Natalie Clarke, Jesyka Creamer, Tamara Hart, Amy Murphy, Tina Schumacher, John Smock

Staff Present:

FSC's: Sue Sumampow, Heather Bober, Luann Tuttle and Angela Masson, Behavior Specialists: Deb Kipfmiller and Ellen Reeves, Lisa Bolen, Tricia Grifka, Pam Badour

Members Excused:

Rosemary Fields, Aubrey Haskill, Melissa Holt, Jennifer Lopez, Danielle Martz, Tammy Vajcner

Members Absent:

Amanda Boutilier and Ryan Cinader

Drop Non-Participating Member/s from Roster

Alvin "Chip" Clarke made a motion to approve removing Policy Council members Amanda Boutilier and Ryan Cinader from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Natalie Clarke seconded. All Ayes. Motion carried.

Quorum Present

Approval of Minutes

Joseph Berwanger made a motion to approve April's meeting minutes. Alvin "Chip" Clarke seconded. All Ayes. Motion carried

Delegate Policy Committee Tina Schumacher made a motion to receive and file Mid Michigan's meeting minutes. Joseph Berwanger seconded. All Ayes. Motion carried.

NEMCSA Board/Policy Council Report

The NEMCSA Board/Policy Council Report was distributed and reviewed with members. Tricia stated that revised requirements for fingerprinting and background checks will go into effect this September and that the state is trying to set up systems to handle this new and complicated process. Schools, preschools and licensed child care providers are working with the state and with each other to complete the background checks by September. This process has required a large amount of time for administrative and management staff to coordinate the process to meet the new requirement.

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

Tricia reviewed the Head Start/Early Head Start Revenue and Expenditure Report with members. She stated that it is early in the budget period since the fiscal year started on February 1st but we appear to be on track with spending.

Head Start In-kind Targets for the period of September 2016 thru August 2017 school year were distributed and reviewed with members.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures for the previous month in the amount of \$29,703.40 for Fifth Third Bank and \$5,624.48 for WexCard fuel. There were several questions and answers were obtained. Approval of the expenditures appear below under Action Items.

Action Items

Approval of Credit Card Expenditures

Alvin “Chip” Clarke made a motion to approve credit card expenditures in the amount of \$29,703.40 for Fifth Third Bank and \$5,624.48 for WexCard fuel. Joseph Berwanger seconded. All Ayes. Motion carried.

Approval of New Hire/Terminations

John Smock asked if anyone was asked to participate in any interviews. Alvin “Chip” Clark was asked and participated in an interview. Joseph Berwanger made a motion to approve New Hires. Tina Schumacher seconded. All Ayes. Motion carried. There were no terminations.

New Business/Sharing/Bluesheets

There was no new business.

Next meeting will be Friday, June 22nd 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 989/893-5564 401 or badourp@nemcsa.org with questions. **Quality Inn’s telephone number is 1-989/345-3503.**

Natalie Clarke made a motion to adjourn. Joseph Berwanger seconded. All Ayes. Motion carried.

Meeting adjourned at 12:54 pm.

Approved by: _____ Title: _____ Date: _____