



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
February 24th, 2017**



Jennifer Lopez called the meeting to order at 10:11 am.

Members Present:

Peggi Armstrong, Chris Derosier, Brian Fuller, Addie Harris, Melissa Holt, Jennifer Lopez, Dalene Meddaugh, Amanda Merrill, Tina Schumacher, Kimberly Wellman

Staff Present

Julie Miller, Tricia Grifka, Pam Badour

Members Excused:

Cassandra Busch, Alvin “Chip” Clarke, Natalie Clarke, Jennifer Gooch, Tamara Hart, Aubrey Haskill, Meagan Holmes, Danielle Martz, John Smock

Members Absent:

Alyssa Duha, Amber Hansen, Ashley LeBrun, Linzie Schmidt

Drop Non-Participating Member/s from Roster

Dalene Meddaugh made a motion to approve removing Policy Council members Alyssa Duha, Amber Hansen, Ashley LeBrun and Linzie Schmidt from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Kimberly Wellman seconded. All Ayes. Motion carried.

Quorum Present

Addie Harris made a motion to approve January’s meeting minutes. Dalene Meddaugh seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Board Meeting was held on February 3rd in Alpena. Jennifer Lopez and Meagan Holmes were present. The morning consisted of an orientation for new members that explained their roles and responsibilities as Board members. The Personnel Committee met prior to the regular meeting to review and recommend for approval the Executive Director’s contract and also reviewed and discussed the Executive Director’s evaluation results. Members approved the Head Start and Early Head Start Selection Criteria. Name tags with the new NEMCSA logo were distributed to members.

The next Board meeting will be held March 3rd in Gaylord.

Delegate Policy Council

Minutes from February’s meeting were distributed and reviewed by members. Dalene Meddaugh made a motion to receive and file Mid Michigan’s minutes. Addie Harris seconded. All Ayes. Motion carried.

Workgroup Updates

There were no workgroup updates.

Information and/or Discussion Items

Area Planning Meeting Schedule

Members received copies of the “tentative” Area Planning Meeting Schedule. If any Policy Council member is interested in attending their Area’s meeting they may contact their Regional Manager, Ed/Supervisor Coach or FSC.

Policy Council Portal

After last month's presentation of the new NEMCSA website, members were very interested in the possibility of having a Policy Council Portal that would allow them to view documentation that is normally copied and provided to members at each meeting. After contacting appropriate staff, it was found that this is definitely something that can be set up for Policy Council members. A majority of the members were interested in viewing their information packets on the portal rather than receiving hard copies. Hard copies will be provided to members that request them. Tricia will contact the NEMCSA IT department to begin work on the portal.

Certificate of Appreciation for Volunteers

As mentioned in last month's minutes, Amanda Merrill shared a sample Certificate of Appreciation that Mid-Michigan presents to volunteers who go above and beyond. Tricia showed members the certificate NEMCSA Head Start/Early Head Start staff give to outstanding volunteers during the program year. The certificates are distributed locally and were available to staff at our recent In-Service.

Revised Procedures for Shared Governance and Impasse Policy

As noted in last month's minute's Tricia informed members that due to the new Performance Standards there were a lot of changes that needed to be made prior to approval. The revisions were made and copies of the revised procedures were mailed to members prior to this month's meeting for their review. Tricia asked members if there were any questions or items that should be brought up for discussion with the group. There were no questions. Approval of the revised Procedures for Shared Governance and Impasse Policy appears below under Action Items.

Replacement of Policy Council Secretary

Due to the removal of the Policy Council Secretary for non-participation, Jennifer Lopez asked is anyone was interested in filling the position. No one present was interested but Pam did receive an e-mail from Tamara Hart stating that she was interested in filling the position. Approval of the new Policy Council Secretary appears below under Action Items.

Administrative Report

NEMCSA Board and Policy Council Report

Tricia reviewed The Monthly Progress Report with members. She stated that there are some issues with the ChildPlus data base and that staff are having difficulty obtaining accurate numbers. Hopefully next month's report will contain more accurate numbers.

Lead testing continues be our biggest challenge. If children did not have a blood lead test at both 12 and 24 months, they need another done between 36 and 72 months. Staff are working with local clinics to try to get the lead tests completed.

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

A Head Start/Early Head Start Budget Report for fiscal year February 1st, 2016 – January 31st, 2017 was distributed and reviewed with members. Tricia stated that there are several items that are not accounted for yet but feels we are very close to spending out all the money.

November In-kind reports for Head Start and Early Head Start as well as a Head Start In-kind Summary and In-kind Target report were distributed and discussed with members. It appears that we are slightly behind last year but we are still looking pretty good.

Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures for Fifth Third Bank in the amount of \$45,048.99. Committee members asked several clarifying questions. Answers were obtained. Approval of credit card expenditures appears below under Action Items.

Action Items

Approval of Revised Procedures for Shared Governance and Impasse Policy

Brian Fuller made a motion to approve the revised Procedures for Shared Governance and Impasse Policy. Chris Derosier seconded. All Ayes. Motion carried.

Approval of New Policy Council Secretary

Dalene Meddaugh made a motion to approve Tamara Hart as the new Policy Council Secretary. Kimberly Wellman seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditure Reports

Dalene Meddaugh made a motion to approve credit card expenditures in the amount of \$45,048.99 for the previous month. Brian Fuller seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if anyone had sat in on any interviews. Amanda Merrill stated that she participated in an interview. Dalene Meddaugh made a motion to approve New Hires. Addie Harris seconded. All Ayes. Motion carried. There were no terminations.

New Business/Sharing/Bluesheets

A discussion was held regarding parent/program communication.

Tricia read a Bluesheet from a parent who questioned the amount of food given at lunch. The Education Supervisor Coach is following up with the cook to ensure that requirements are being met.

There also was a concern about small group activities being replaced with a focus on social/emotional skills. Education Supervisor Coach will follow-up with the teacher. There was also a discussion at a recent curriculum workgroup meeting to make sure that both staff and parents understand that academic skills and social/emotional skills are taught at the same time.

Presentation: Parent Concerns around Behavior – Julie Miller, Intervention Services Manager

Julie discussed the concerns parents have when children in our classroom hurt others. She talked about what we can and cannot do, or say about these situations and why. During the presentation, the group discussed personal experiences in dealing with 'the parent of the kid who got bit... or hit... or kicked,' and expanded on that by reading an 'Open Letter to Parents about THAT kid.' Together, we talked about some strategies in how to better deal with them and all parents when these behaviors happen in the classroom. Additionally, the group watched a TED Talk to enhance our understanding of why these situations might happen and how changing our perspective might help.

Next meeting will be Friday, March 24th 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. **In the event of inclement weather it is very important that you call before leaving your house to make sure the meeting has not been cancelled.** You may contact Pam Badour at badourp@nemcsa.org or by calling 989/893-5564 Ext. 401 with questions. **Quality Inn's telephone number is 1-989/345-3503.**

Brian Fuller made a motion to adjourn. Dalene Meddaugh seconded. All Ayes. Motion carried.

Meeting adjourned at 1:03 pm.

Approved by: _____ Title: _____ Date: _____