



**Head Start/Early Head Start Policy Council  
Forwards Quality Inn – West Branch  
June 28, 2019**



Jennifer Lopez, Chairperson called the meeting to order at 10:20 am.

**Members Present:**

Rosemary Fields, Julia Gutierrez-Albrecht, Aubrey Haskill, Misty Johnson, Amanda Kaley, Anna Kreitner, Jennifer Lopez-Suess, Renee Miller, Amy Murphy

**Staff Present:**

Area Managers: Barb Hall, Brenda Martus, Rebecca Mowbray, Allison Oakes; Tricia Grifka, Pam Badour

**Members Excused:**

Tara Boliek, Jesyka Creamer, Tracy Johnson, Tina Schumacher

**Members Absent:**

Patricia Frye, Stevy Maples, Danielle Martz

**Introductions**

**NEMCSA Board Report**

The Board meeting was held June 7<sup>th</sup> in Gaylord.

Tricia met with the Early Childhood and Planning and Evaluation Committees combined prior to the regular meeting to review and recommend for Board approval the submission of the Head Start request of Building Repair Maintenance Over \$5,000 to repair/replace the parking lot at the Bay City Education Center (Dolson).

The next Board meeting will be August 2<sup>nd</sup> in Glennie.

**Quorum Present**

**Drop Non-Participating Member/s from Roster**

Amy Murphy made a motion to approve removing Policy Council member Stevy Maples from the roster for non-participation (Council will reinstate any dropped member who may wish to continue). Amanda Kaley seconded.

Renee Miller made a motion to approve meeting minutes from the April 25<sup>th</sup> meeting by full Policy Council. Amanda Kaley seconded. All Ayes. Motion carried.

Rosemary Fields made a motion to approve May meeting minutes. Amanda Kaley seconded. All ayes. Motion carried.

**Delegate Policy Committee**

Misty Johnson stated that members viewed the video from Dr. Deborah Bergeron, Director of Head Start, titled "Policy Council as Leaders in Serving Families Experiencing Homelessness."

The group also discussed the Third Grade Reading Law and continued their discussion on marketing and re-branding.

Rosemary Fields made a motion to receive and file Mid Michigan's April meeting minutes by full Policy Council. Amanda Kaley seconded. All Ayes. Motion carried.

Rosemary Fields made a motion to receive and file Mid Michigan's May meeting minutes. Amy Murphy seconded. All Ayes. Motion carried.

### **Workgroup Updates**

Renee Miller stated that the School Readiness workgroup meeting was cancelled. Members have been communicating by e-mail and are continuing to work on several tasks and individual projects.

### **Election of Replacement for Representative to the NEMCSA Board of Directors**

Tricia stated that Shiree Robideau has resigned from Policy Council. Shiree also held a seat on the NEMCSA Board of Directors. Jennifer Lopez-Suess asked if anyone was interested in filling that position. Renee Miller and Amy Murphy were both interested. Voting took place by secret ballot. Renee Miller was elected as the new NEMCSA Board Representative.

### **Action Taken by Executive Committee – Building Repair Maintenance Costs over \$5,000**

Tricia informed the group that due to approval being needed before the next Policy Council meeting, Pam Badour contacted members of the Policy Council Executive Committee and received verbal approval to submit a request for Building Repair Maintenance Costs Over \$5,000 to repair/replace the parking lot at the Bay City Education Center (Dolson) contingent upon full Policy Council approval. She stated that the parking lot is in dire need of repair. The landlord of the building received estimates for an overlay as well as replacement. Total repairs will cost approximately \$66,000. Tricia requested for Head Start to contribute \$10,000 of duration building repair money towards the repair (overlay).

Tricia asked members for full Policy Council approval of the Action Taken by the Executive Committee. Approval by full Council appears below under Action Items.

### **ROMA (Results Oriented Management and Accountability) Annual Report**

The ROMA Annual Report was tabled to our next meeting which will be held in August.

### **Continuation of Program Planning**

As mentioned in last month's meeting minutes, members received a sheet of paper with the question "*What do you wish you knew about your child's classroom?*" Tricia shared the responses with the group.

**School Readiness** - Rebecca Mowbray, Head Start Area Manager, spoke to the group about school readiness and shared a "tip" sheet from kindergarten teachers on how to build a strong foundation for children at home so that they are ready for kindergarten. Members felt that it would be a good idea to share kindergarten goals with parents at the beginning of the school year. Rebecca said that there is a literacy initiative in Michigan right now that all preschool teachers will be trained on 10 literacy essentials that should be present every day in the every classroom. Also discussed was the increasing role that technology plays in some elementary schools and how parents can help their child with transition.

**Recruitment** – Tricia asked members "What are you looking for in a preschool?"

The responses were: homey environment, safe, fun, learning through play, respect, structured, positive atmosphere, independence, social/emotional, positive interaction, acceptance, positive guidance.

Several Head Start and Early Head Start recruitment posters were passed around for member's feedback.

### **Administrative Report**

Tricia reviewed the Board and Policy Council Report with members. She pointed out the Average Daily Attendance in which Head Start had 85.5% and Mid Michigan had 90%! She said that these percentages are something to celebrate! Tricia also mentioned that waitlists appear to be low at this time so a lot of effort needs to be geared toward recruitment.

A Head Start/Early Head Start Budget Report for the period of February 1, 2019 through May 31, 2020 was distributed and reviewed with members. Tricia stated that we are doing well on spending and that she has no concerns at this point.

In-kind reports for Head Start and Early Head Start as well as an In-kind Summary for Head Start was distributed and reviewed with members. Tricia stated that Early Head Start has reached their goal and that Head Start's dollar amount was a little less than last year and will be monitored closely.

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

At last month's meeting members of the Budget Committee approved April credit card expenditures for Head Start/Early Head Start in the amount of \$33,113.02 for Fifth Third Bank and \$5,597.50 for WexCard contingent upon full Policy Council approval. Full Council approval appears below under Action items.

Members of the Budget Committee reviewed and approved May credit card expenditures for Head Start/Early Head Start in the amount of \$38,790.78 for Fifth Third Bank. There were no questions. Approval of Credit Card Expenditures appears below under Action Items.

#### **Action Items**

##### **Approval of Action Taken by Executive Committee – Building Repair Maintenance Costs over \$5,000**

Amy Murphy made a motion to approve Action Taken by the Executive Committee to submit a request for Building Repair Maintenance Costs Over \$5,000 to repair/replace the parking lot at the Bay City Education Center (Dolson). Renee Miller seconded. All Ayes. Motion carried.

##### **Approval of Credit Card Expenditure Reports (April) by Full Policy Council**

Amanda Kaley made a motion to approve April credit card expenditures for Head Start/Early Head Start in the amount of \$33,113.02 for Fifth Third Bank and \$5,597.50 for WexCard by full Policy Council. Rosemary Fields seconded. All ayes. Motion carried.

##### **Approval of Credit Card Expenditure Reports (May)**

Rosemary fields made a motion to approve May Head Start/Early Head Start credit card expenditures for Fifth Third Bank in the amount of \$38,790.78. Aubrey Haskill seconded. All Ayes. Motion carried.

##### **Approval of New Hire/Terminations (4-7-19 through 5-4-19) by Full Policy Council**

Rosemary Fields made a motion to approve New Hire/Terminations for the period of 4-7-19 through 5-4-19 by full Policy Council. Amanda Kaley seconded. All ayes. Motion carried.

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

Jennifer Lopez asked if anyone was asked to participate in interviews. Amanda Kaley was asked and participated in an interview. Tracy Johnson, Anna Kreitner, Renee Miller and Amy Murphy were all asked but unable to participate. Renee Miller made a motion to approve New Hire/Terminations for the period of 5-5-19 through 6-15-19. Amanda Kaley seconded. All Ayes. Motion carried.

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

There was no new business, sharing or Bluesheets.

**Next meeting will be Friday, August 23<sup>rd</sup> (there will be no meeting in July)** 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 Ext. 401 or e-mail [badourp@nemcsa.org](mailto:badourp@nemcsa.org) with questions. Quality Inn's telephone number is 1-989/345-3503.

Rosemary Fields made a motion to adjourn. Misty Johnson seconded. All Ayes. Motion carried.

Meeting adjourned at 12:37 pm.

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_