



Head Start/Early Head Start Policy Council

Zoom Meeting

June 19, 2020



Chairperson Tracy Johnson called the meeting to order at 10:10 am.

As mentioned in last month's minutes, Cynthia Frazer was removed from the roster for non-participation. As noted in our Policy Council Operating Procedures (Council will reinstate any dropped member that may wish to continue). Cynthia contacted Pam Badour and asked to be reinstated.

Members Present:

Cynthia Frazer, Tracy Johnson, Tina Schumacher, Danielle Steinbauer

Staff Present

FSCs: Chelsea Struble, Amanda Lossing, Patty Thrasher and LuAnn Tuttle; Area Managers: Melissa McClutchey and Vickie Rutledge; Lisa Bolen, Tricia Grifka, Pam Badour

Members Excused:

Cassandra (Cassey Harp), Renee Miller, Felicia Navarro

Members Absent:

John Acker, Rosemary Fields, Jessica (Jess) Good, Leighanna (Leigh) Grothaus, Elizabeth (Liz) Quesenberry, Ryan Roznowski

Quorum Not Present

Introductions

Cynthia Frazer made a motion to approve May's meeting minute's contingent upon full Policy Council approval at next meeting. Danielle Steinbauer seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Virtual "TEAMS" Meeting was held on June 5th. Tracy Johnson, Elizabeth (Liz) Quesenberry and Tina Schumacher were present. Tricia Grifka provided information about the Head Start CARES Act funding and Kristina Warner, Operations/Data Quality Analyst, spoke about the Community Service Block Grant CARES Act funding.

Lisa Bolen read the highlights from the Director's report that was distributed to members prior to the meeting.

The Program Planning and Evaluation Committee met on Thursday, June 4th in a virtual TEAMS meeting to review and recommend for approval to submit the Community Service Block Grant Discretionary (CSBGB) funding application and budget as well as the Head Start Transportation Waiver Request. Both items were approved by the full Board.

The housing Committee also met on June 4th via TEAMS with Lisa Bolen and Karen Godi and reviewed the completed inspection report for the St. John's Catholic Church in Alpena as well as the Head Start building in Omer.

The Board will hold a special meeting on July 10th, 2020 to tour and discuss St. John's Catholic Church.

The August Board meeting will be held at the Thunder Bay Marine Sanctuary in Alpena on August 7th, 2020.

Delegate Policy Committee

Minutes from June's meeting were posted and reviewed by members. Cynthia Frazer made a motion to accept and file Mid Michigan's meeting minute's contingent upon full Policy Council approval at next meeting. Danielle Steinbauer seconded. All Ayes. Motion carried.

Workgroup Updates

Pam Badour will invite the 4 School Readiness/Transition workgroup members (Tracy Johnson, Felicia Navarro, Ryan Rozewski and Cassandra (Cassey) Harp to attend a “virtual” meeting on June 24th at 10:00 a.m.

Information and/or Discussion Items

Summer Programming Discussion

As mentioned in last month’s meeting minutes, members were verbally supportive of summer programming where available and suggested surveying parents again to determine interest since about 6 weeks have passed since the initial survey. Tricia stated that a second survey was sent to parents. 79 families responded (56 families were interested and 24 were not). Based on the surveys, it was determined that the highest interest was in the following locations: Alpena (13), Bay City (8), Caro (9), Cheboygan (11), Midland (12) and possibly Frederic (6). Members present were in support of the locations and discussed potential concerns such as: face masks, social distancing, staffing, etc. Tricia will be checking with staff to see who may be interested in working in summer programs.

Parent Curriculum

Tricia stated that The Office of Head Start (OHS) requires programs to have a research-based curriculum that supports child development, establish partnerships with families and child outcomes. A few years ago, “Your Journey Together” was the chosen curriculum because it aligned with Devereux but discovered that it did not work as first thought. Management staff had also looked at Conscious Discipline, but at that time it was not approved by OHS. Since then, OHS has given the approval to use the Conscious Discipline Parent Education Curriculum to support parent involvement in their child’s education and will much better align with what we are currently doing in our classrooms. Tricia then shared a video from Dr. Becky Bailey, the creator of Conscious Discipline to the group.

Administrative Report

Head Start/Early Head Start Financial Report

A Head Start/Early Head Start Budget Report for fiscal year (2020 Five Month Award) for the period of February 1, 2020 through June 30th, 2020 was reviewed with members. Tricia stated that after the shutdown everything we had planned had changed. Mileage, supplies, food costs, etc. all went down. Staffing pretty much remained the same as the Office of Head Start (OHS) allowed staff to be paid during this time. It has been very challenging as a program to figure out what to do with these funds. Tricia thinks that we are doing ok at this time as we were able to shift some of these funds to supplies to purchase some classroom items as well hearing equipment. She said that they are keeping a very close on the budget and continue to receive guidance from OHS.

Budget Committee

Pam Badour contacted Budget Committee members shortly after last month’s meeting and asked them to review the Head Start/Early Head Start credit card expenditures for Fifth Third Bank that were posted on the Policy Council portal for the following months: January in the amount of \$57,420.10, February in the amount of \$31,508.37, March in the amount of \$36,382.11, April in the amount of \$26,687.13 and Head Start/Early Head Start credit card expenditures for Wex Fuel Card for January in the amount of \$5,385.68, February in the amount of \$4,354.78 and March in the amount of \$198.39. Committee members had no questions and approved expenditures contingent upon full Policy Council approval at this month’s meeting. Since quorum was not present at this month’s meeting, expenditures will be approved by full Policy Council at our next meeting.

Action Items

Approval of New Hires/Terminations

Cynthia Frazer made a motion to approve New Hire/Terminations contingent upon full Policy Council approval at next meeting. Danielle Steinbauer seconded. All Ayes. Motion carried.

New Business

Tracy Johnson thanked the staff members that participated in today’s virtual meeting and asked them several questions: “How Covid 19 impacted their classrooms? What was done to support families and staff during this time? And what obstacles did they face?” Staff members stated that they have received a lot of positive feedback

from families that they have been spending more quality time together and have really enjoyed the materials that teachers have been sending to homes. Staff also shared some of the obstacles families and staff faced such as broken routines, working remotely, and families struggling with child care.

Tracy also asked staff what their concerns are going into this fall. Some responses were: How classrooms would look, parents not wanting to send their children to school, families completing dentals and physicals in a timely manner, wearing of masks and what is the “New Normal” going to look like?

Tricia thanked Tracy for asking such great questions!

Next meeting will be Friday, July 17th via Zoom. The meeting will begin at 10:00 am.

Tracy Johnson made a motion to adjourn. Danielle Steinbauer seconded. All Ayes. Motion carried.

Meeting adjourned at 11:49 m.

Approved by: _____ **Title:** _____ **Date:** _____