



**Head Start/Early Head Start Policy Council
Quality Inn, West Branch
December 20, 2019**



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

Members Present:

John Acker, Rosemary Fields, Cynthia Frazer, Jessica Good, Leighanna (Leigh) Grothaus, Cassandra (Cassey) Harp, Tracy Johnson, Jennifer Karas, Renee Miller, Felicia Navarro, Elizabeth (Liz) Quesneberry, Ryan Rozewski, Tina Schumacher, Danielle Steinbauer

Staff Present:

Lisa Bolen, Tricia Grifka, Pam Badour

Members Excused:

Lara Jankowiak

Members Absent:

Alexandra Berg, Katie DeLyon, Jamie Gray, Sabrina Griffus, Shana Hall, Kaitlyn Sell, Christa Sheldon, Kandy Stahl

Quorum Present

Introductions

Renee Miller made a motion to amend last month's meeting minutes to reflect that Jessica Good is not a current member of the 2019/2020 Budget Committee. Budget Committee members are: John Acker, Renee Miller, Cynthia Frazer and Laurie Gotham. Cynthia Frazer made a motion to approve the November meeting minutes with the correction noted above. Leighanna (Leigh) Grothaus seconded. Motion Carried.

Committee Reports

NEMCSA Board Report

The Board meeting was held Friday, December 6th in Oscoda. Tracy Johnson, Renee Miller, Tina Schumacher and Elizabeth (Liz) Quesenberry were all present at the meeting.

Kristina Warner, Operations/Data Quality Analyst, provided Board members with a Strategic Plan survey to fill out.

The Program Planning and Evaluation Committee met jointly with the Early Childhood Education Ad-Hoc Committee to review and recommend for approval the Head Start/Early Head Start Policy Council Operating Procedures and the Head Start Non-Federal Share Waiver Request. Both items were approved by the full Board.

Lisa Bolen stated that she shared the highlights of the director's report with board members. She distributed copies of that report to Policy Council and reviewed the highlights with the group.

The next Board meeting will be held at the Kirtland Conference Center in Grayling on Friday, February 7th.

Delegate Policy Council

Leighanna (Leigh) Grothaus informed the group about several events that recently took place in her area. November's meeting minutes were distributed. Cynthia Frazer made a motion to accept and file Mid Michigan's November minutes. John Acker seconded. All Ayes. Motion carried.

Committee Volunteers

At this time members were asked if they would like to be a part of the following committees:

ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) Workgroup

Renee Miller and Cynthia Frazer were both interested in being part of the ERSEA workgroup.

School Readiness/Transition Workgroup

Tracy Johnson, Felicia Navarro, Ryan Rozewski and Cassandra (Cassey) Harp were interested in being a part of the School Readiness/ Transition workgroup.

PFCE (Parent, Family, Community Engagement) Workgroup

Renee Miller, Rosemary Fields and Ryan Rozewski were interested in being a part of the PFCE workgroup.

Natural Playgrounds Workgroup

John Acker, Ryan Rozewski, Danielle Steinbauer and Felicia Navarro were interested in being a part of the Natural Playgrounds workgroup.

Home Base Workgroup

Danielle Steinbauer and Jessica Good were interested in being a part of the Home Base workgroup.

Marketing Workgroup

Jennifer Karas was interested in being a part of the Marketing workgroup

Information and Discussion Items

Head Start Program Performance Requirements for Policy Council

Tricia presented a PowerPoint Orientation and Training presentation to the group. The presentation included an overview of Program Governance, The Head Start Act of 2007 and the Head Start Program Performance Standards requirements for Policy Council, including their roles and responsibilities as an advisory body as well as their leadership role at the local level.

Shared Governance, Procedures for Planning and Impasse Policy

The policies/procedures were distributed to members at the November New Member Training for their review prior to this meeting. Tricia provided members with an overview of Shared Governance, Procedures for Planning and Impasse Policy. She explained how Head Start is unique in the structure of shared governance where staff, parents, and the Board of Directors share decision making roles. The policies/procedures include three general areas: Program Planning, General Procedures and Human Resources and how each formal group (Governing Board, Policy Council and Head Start Staff) have a different type of responsibility. 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 Shared Governance, Procedures for Planning and Impasse Policy appears below under Action Items.

NEMCSA Employee Handbook/Personnel Policies

The NEMCSA Employee Handbook/Personnel Policies were distributed to members at the November New Member Training and members were asked to review the Basic Employment Standards and Workplace Conduct prior to this meeting. Tricia explained the purpose of each and reviewed the two key pieces noted above. Approval of the NEMCSA Employee Handbook/Personnel Policies appears below under Action Items. (Full copies of the Employee Handbook/Personnel Policies were available for members to review).

Early Head Start Parent Transition Survey Results

The Early Head Start Transition Survey is given to parents on a yearly basis to determine the success of the transition process. Staff look at the results/comments to make sure the process is working well and continues that way. Tricia reviewed the results of the survey with members. Suggestions for improvement to the transition survey were shared by members.

2018-2019 Head Start/Early Head Start Self-Assessment/Ongoing Improvement Plan

Tricia explained to members that Head Start requires an annual Self-Assessment. The approach we take is ongoing monitoring so we can identify and correct problems during the year instead of only conducting a one-time review at the end of the year. Items that are ongoing issues or pervasive throughout the service area rise to the level of Self-Assessment and corrective action plans are created for them. The 2018-2019 Self-Assessment/Ongoing Improvement Plan was distributed and reviewed with members.

Administrative Report – Tricia Grifka

Board and Policy Council Report

Tricia reviewed the Monthly Progress Report. This information is required to be shared with members on a monthly basis which includes information on attendance, enrollment, health and meals.

The current Administrative Activities this month highlighted Tricia's recent trip to Washington DC where she was part of a small group of people who met with the Office of Head Start Director, Dr. Bergeron, other federal staff and the National Center on Early Childhood Development, Teaching, and Learning. The group developed plans to expand and support the implementation of Head Start – public school collaboration work through the nation, particularly in the area of kindergarten transition. She said that she will be working with the Head Start State Association to plan Transition summits around the state over the coming year with the goal of smooth kindergarten transition for children and families through solidifying the relationship between the school district and the local Head Start program.

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

The Head Start/Early Head Start budget report was distributed and discussed with members. Tricia feels that we are on target. The Fiscal Year ends January 31st, 2020.

In-kind reports for Head Start and Early Head Start as well as an In-kind Summary for Head Start were distributed and reviewed with members.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved Head Start and Early Head Start credit card expenditures for October in the amount of \$50,813.50 for Fifth Third Bank and Wex Card expenditures in the amount of \$4,900.36. Members asked for further clarification on four (4) charges for Fifth Third Bank. Answers to questions were obtained. Approval of expenditures appears below under Action Items.

Action Items

Approval of Shared Governance, Procedures for Planning and Impasse Policy

John Acker made a motion to approve the Shared Governance, Procedures for Planning and Impasse Policy. Cynthia Frazer seconded. All Ayes. Motion carried.

NEMCSA Employee Handbook/Personnel Policies

Renee Miller made a motion to approve the NEMCSA Employee Handbook/Personnel Policies. Danielle Steinbaurer seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditures

Renee Miller made a motion to approve credit card expenditures for October in the amount of \$50,813.50 for Fifth Third Bank and Wex Card expenditures in the amount of \$4,900.36. Cassandra (Cassey) Harp seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Tracy Johnson asked if anyone was asked to participate in interviews. Elizabeth (Liz) Quesenberry, Cynthia Frazer and John Acker were asked and participated in interviews. Renee Miller and Tracy Johnson were both asked but unable to participate. John Acker made a motion to approve New Hires. Felicia Navarro seconded. All Ayes. Motion carried. There were no terminations.

How Full Is Your Bucket?

Members viewed a short video titled “How Full Is Your Bucket?” which focuses on simple daily strategies to boost our well-being by following the “Bucket Principle”. The “Bucket Principle” gives each one of us the choice every moment of the day whether we will fill each other’s buckets, or dip from them and how these choices profoundly affect our relationships, productivity, health and happiness. Several members commented that their older children shared the Bucket-Filling concept with them, and how it has made a positive impact on family and school relationships. A copy of the book titled “Will You Fill My Bucket?” was given to each member that was present. Books were donated by the Michigan Head Start Association.

What is Parent Engagement?

Tricia explained what parent engagement is and how building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children benefits all communities.

New Business/Sharing/Bluesheets

Renee Miller updated members on the community service project in the Big Rapids area being conducted by the Association of Future Educators from Ferris State University. She was able to attend the event on December 3rd where the Association visited all Head Start classrooms in Mecosta County and distributed books to 122 students! Both the Association and the children enjoyed this experience. The Association is hoping to be able to make this a yearly event!

Next meeting will be Friday, January 24, 2020 at the Quality Inn Forward Conference Center, 2980 Cook Road in West Branch (Exit 212). The meeting will begin at 10:00 am and end approximately 2:00 pm. **In the event of inclement weather during the winter months it is very important that you call the hotel before leaving your house to make sure the meeting has not been cancelled. Also, Pam and/or Tricia will make every attempt to contact members prior to a cancellation.** You may contact Pam 893-5564 or badourp@nemcsa.org with questions. **Quality Inn’s telephone number is 1-989/345-3503.**

Cynthia Frazer made a motion to adjourn. Cassandra (Cassie) Harp seconded. All Ayes. Motion carried.

Meeting adjourned at 1:33 p.m.

Approved by: _____

Title: _____

Date: _____