



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
February 23rd, 2018**



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

Members Present:

Joseph Berwanger, Ryan Cinader, Alvin “Chip” Clarke, Natalie Clarke, Michael Copeland, Jesyka Creamer, Rosemary Fields, Tamara Hart, Jennifer Lopez, Danielle Martz, Amy Murphy, Tina Schumacher, John Smock, Eli Yanna

Staff Present

Kelly Schram-Scoles, Shannon Wakeman, Family Service Coordinators (FSC’s), Michelle Koin, Early Head Start Area Manager, Lisa Bolen, Tricia Grifka, Pam Badour

Members Excused:

Amanda Boutilier, Desiree Furbee, Addie Harris, Aubrey Haskill, Melissa Holt, Virginig Swedeberg, Tammy Vajcner

Members Absent:

Naomi Breckner, Amber Kalitta, Jessica Lincoln, Amanda Merrill

Drop Non-Participating Member/s from Roster

Natalie Clarke made a motion to approve removing Policy Council members Naomi Breckner and Jessica Lincoln from the roster for non-participation (Council will reinstate any dropped member that may wish to continue). Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

Quorum Present

Joseph Berwanger made a motion to approve January’s meeting minutes. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

NEMCSA Board Report

The Board Meeting was held on February 2nd at the Kirkland Community College in Grayling. Natalie Clarke and Jennifer Lopez 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 Sharing of Data and Protections for Privacy of Child Records in Head Start/Early Head Start. Tom Quinn, Kirkland Community College provided an overview of the Grayling campus.

The next Board meeting will be held March 2nd in Gaylord.

Delegate Policy Committee

Minutes from January’s meeting were distributed and reviewed by members. John Smock made a motion to receive and file Mid Michigan’s minutes. Natalie Clarke seconded. All Ayes. Motion carried.

Workgroup Updates

There were no workgroup updates.

Sharing of Monthly Parent/Child Craft

Members shared their completed parent/child craft. This month’s project was a handprint magnet.

Information and/or Discussion Items

Spring Planning Meeting Schedule

Members received copies of the Spring Planning Meeting Schedule. If any Policy Council member is interested in attending their Region's meeting they may contact their Area Manager or Family Services Coordinator.

**Update - the meeting place for Region 4 on April 11th is:

Tuscola Intermediate School District (the building out by the road)
1385 Cleaver Road
Caro, MI 48723

Meetings will take place in the board room. Parking is in the back of the building.

NEMCSA Head Start/Early Head Start 2015 – 2016 Annual Report

Copies of the 2015-2016 Head Start/Early Head Start Annual Report were distributed to members. Tricia stated that the report was a little late coming out and that the 2016 – 2017 report should be completed by next month's meeting. She explained that the report is published annually and available to the public. The report contains information regarding monitoring, health, dental & disabilities, child outcomes, parent involvement, program expenses, proposed budget and enrollment numbers.

Follow-up on Bus Incident

Tricia stated that she and Jennifer Lopez recently took part in a conference call with a federal reviewer regarding the incident where a child was left on a bus unattended last October. They reviewed the corrective action plan, policies/procedures and the steps that we have taken thus far. The reviewer will then write a report based on what was discussed during the conference call, submit the report to OHS (Office of Head Start) and then written notification will be sent to us if any further follow-up is needed.

The following new and/or revised policies/procedures are part of our corrective action plan which need to be reviewed and approved by Policy Council and the NEMCSA Board:

Self-Certification of Transportation Provisions for Centers Policy/Procedure

Self-Certification of Transportation Provisions for Center are completed annually for all buses that transport enrolled students. Each bus must comply with federal and state requirements for transporting preschool students. This is something that we have always done but did not have an actual "policy" in place. Tricia asked members for their approval of the Self-Certification of Transportation Provisions for Centers Policy/Procedure. Approval appears below under Action Items.

Transportation Attendance Policy/Procedure

Transportation attendance is monitored each week for each program where transportation is provided throughout the program year. Transportation Attendance forms are monitored for completeness and compliance. Items reviewed include: program name typed, dates, times of pick-up/drop off, children's names, number of riders, proper codes, amount of time on the bus, staff names, completion of bus evacuation drills and whether the bus was checked for children at end of route. This was a policy that we had in place but revised to increase monitoring by adding additional steps in the procedure. Tricia asked members for their approval of the Transportation Attendance Policy/Procedure. Approval appears below under Action Items.

Unannounced De-boarding Observations Policy/Procedure

Unannounced De-boarding observations are conducted twice annually during November and March for every site location that provides transportation services to enrolled children. Each site is observed to ensure all Bus Drivers, Bus Aides and Teaching staff are following their local transportation de-boarding plan to ensure every child is accounted for and for compliance with federal and state requirements. Observer chooses one single bus run for each program where children are de-boarding the bus at the center. This is a new policy that has been put into place and has proven to be very helpful. Tricia asked members for their approval of the Unannounced De-boarding Observation Policy/Procedure. Approval appears below under Action Items.

On-Board Road Observations Policy/Procedure

On-board road observations are conducted for every route in which an enrolled student rides. Each driver of a bus used to provide transportation services to enrolled students is observed for road performance. Each route

and bus used is observed for compliance with federal and state requirements for transporting preschool students. Each bus aide is observed for compliance with regulations, policies and procedures. Observations are completed between September and December 1 of each program year. This is a policy that we have had in place but revised to increase monitoring by adding additional steps in the procedure. Tricia asked members for their approval of the On-Board Road Observations Policy/Procedure. Approval appears below under Action Items.

Bus Monitor Training Policy/Procedure

Bus Aides are trained on transportation procedures prior to riding a bus that is transporting any NEMCSA enrolled student. Bus Aides receive annual refresher training and an on-board observation of road performance. Bus Aide training includes child boarding and exiting procedures, proper use of a child restraint systems, required paperwork completion, response to emergencies, emergency evacuation, child supervision, special equipment, child pick-up and release procedures, vehicle checks, staff safety, CPR and first aid. This is a policy that we have had in place but has been revised to include a piece regarding local transportation de-boarding plans (#5 under Procedure). Tricia asked members for their approval of the Bus Monitor Training Policy/Procedure. Approval appears below under Action Items.

Appointment to Fill Vacancy on the NEMCSA Board

Tricia informed the group that Ian Robb has resigned from Policy Council due to taking a new job out of state. Since Ian held a seat on the NEMCSA Board of Directors, a position was vacant. Jennifer Lopez asked Alvin “Chip” Clarke if he would accept the appointment to the NEMCSA Board of Directors since he was already a current member of the Policy council and NEMCSA Board Budget Committees. Alvin “Chip” Clarke accepted the position. Approval of appointment appears below under Action Items.

Focus Area 2 Information/Discussion

At last month’s meeting, Tricia informed members that we had received official notification for our reviews that the Office of Head Start will conduct during the week of 3-19-18 and would spend some time reviewing the protocol with members at this month’s meeting. The Focus Area 2 (FA2) monitoring review will cover health & safety, Program Governance, child files, data, lesson planning, etc. and possible parent and/or Policy Council interviews. The five areas that were reviewed/discussed with members were:

- The success of fully engaging families in all program services (Family Engagement)
- How the grantee maintains a welcoming environment for parents and whether parents feel welcomed
- Parent’s engagement as their children’s primary teacher and nurturer and the support of that role
- Parent’s engagement in health services and their ability to fully support their family’s health and well-being
- Family support services for health, nutrition and mental health

Members shared their responses to each of the above which will be compiled and mailed out to them.

Administrative Report

NEMCSA Board and Policy Council Report

Tricia reviewed The Monthly Progress Report with members. The report contains information regarding enrollment, attendance, medical/dental and meals served. This information is to be shared with Policy Council and NEMCSA Board members on a monthly basis.

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

A Head Start/Early Head Start Budget Report for fiscal year February 1st, 2017 – January 31st, 2018 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 were distributed and discussed with members.

Budget Committee

Members of the Budget Committee reviewed and approved Head Start/Early Head Start credit card expenditures for Fifth Third Bank in the amount of \$52,433.73. There were several questions. Answers were obtained. Approval of credit card expenditures appears below under Action Items.

Action Items

Approval of Self-Certification of Transportation Provisions for Centers Policy/Procedure

Alvin "Chip" Clarke made a motion to approve the Self-Certification of Transportation Provisions for Centers Policy/Procedure. Joseph Berwanger seconded. All Ayes. Motion carried.

Approval of Transportation Attendance Policy/Procedure

Joseph Berwanger made a motion to approve the Transportation Attendance Policy/Procedure. Tamara Hart seconded. All Ayes. Motion carried.

Approval of Unannounced De-boarding Observations Policy/Procedure

Natalie Clarke made a motion to approve the Unannounced De-boarding Observations Policy/Procedure. Tamara Hart seconded. All Ayes. Motion carried.

Approval of On-Board Road Observations Policy/Procedure

Alvin "Chip" Clarke made a motion to approve the On-Board Road Observations Policy/Procedure. Natalie Clarke seconded. All Ayes. Motion carried.

Approval of Bus Monitor Training Policy/Procedure

Tamara Hart made a motion to approve the Bus Monitor Training Policy/Procedure. Joe Berwanger seconded. All Ayes. Motion carried.

Approval of Appointment of NEMCSA Board Representative

Joe Berwanger made a motion to approve the appointment of Alvin "Chip" Clarke to fill the NEMCSA Board vacancy. Danielle Martz seconded. All Ayes. Motion carried.

Approval of Credit Card Expenditure Reports for Head Start/Early Head Start

Michael Copeland made a motion to approve Head Start/Early Head Start credit card expenditures for Fifth Third Bank in the amount of \$52,433.73 for the previous month. Joseph Berwanger seconded. All Ayes. Motion carried.

Approval of New Hires/Terminations

Jennifer Lopez asked if anyone had sat in on any interviews. Eli Yanna stated that he was asked to participate in an interview. Alvin "Chip" Clarke made a motion to approve New Hires. Joseph Berwanger seconded. All Ayes. Motion carried. There were no terminations.

New Business/Sharing/Bluesheets

Eli Yanna shared a Bluesheet from a parent from in Tawas. She said "every morning when she drops off her son they both are welcomed by smiling faces" and that her son always comes home singing songs that were sung at school that day and then teaches them to his sister. ☺ She was also very pleased with the Eddie Eagle gun safety presentation.

Eli also stated that at this time he is unable to be a part of the Natural Playground workgroup. Alvin "Chip" Clarke volunteered to take Eli's place on the workgroup.

Next meeting will be Friday, March 23th 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.**

Ryan Cinader made a motion to adjourn. Joseph Berwanger seconded. All Ayes. Motion carried.

Meeting adjourned at 1:40 pm.

Approved by: _____ Title: _____ Date: _____