



**Head Start/Early Head Start Policy Council
Forwards Quality Inn – West Branch
April 20, 2018**



Jennifer Lopez, Chairperson called the meeting to order at 10:04 am.

Members Present:

Alvin “Chip” Clarke, Natalie Clarke, Michael Copeland, Rosemary Fields, Melissa Holt, Jennifer Lopez, Tina Schumacher, John Smock, Tammy Vajcner

Staff Present:

Family Service Coordinators (FSC’s): Traci Kroetsch, Carol Norum and Carol Burgess, Kelly Mowrey, EHS Area Manager, Lisa Bolen, Tricia Grifka, Pam Badour

Members Excused:

Joseph Berwanger, Amanda Boutilier, Jesyka Creamer, Tamara Hart, Aubrey Haskill, Danielle Martz, Amy Murphy

Members Absent:

Ryan Cinader

Quorum Present

Introductions

Alvin “Chip” Clarke made a motion to approve March meeting minutes. Natalie Clarke seconded. All Ayes. Motion carried.

NEMCSA Board Report

Alvin “Chip” Clarke, Natalie Clarke, Jennifer Lopez and Danielle Martz were all present at the meeting.

The Program Planning and Evaluation Committee met prior to the regular meeting to review and recommend for approval the Head Start Request for Budget Revision.

Lisa Bolen read highlights from the Director’s report.

Tricia Grifka gave preliminary results of the federal monitoring review that was recently conducted.

Kristina Warner, Operations/Data Quality Analyst, presented the ROMA (Results Oriented Management and Accountability) Annual Report.

Delegate Policy Committee

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

Workgroup Updates

The School Readiness workgroup was set to meet on April 16th but the meeting was cancelled due to weather.

The Natural Playground workgroup meeting was held on April 18th. Alvin “Chip” Clarke was unable to attend.

Sharing of Monthly Parent/Child Activity

This month’s project was a “Rain, Rain Go Away” poster that displayed a cloud that had the child’s handprints as the rain coming down.

Information and Discussion Items

Replacement of Secretary

Prior to the meeting Pam was contacted by Michael Copeland, the current Policy Council Secretary who stated that after today’s meeting he will have to resign from Policy Council due to starting a new job. Members were asked if anyone was interested in filling the position. Michael mentioned that Tamara Hart, who was not present at the meeting, may be interested. Tamara was contacted and accepted the position. Approval of Replacement of Secretary appears below under Action Items. We wish Mike the best and have enjoyed having him as a member of Policy Council.

Transportation Waiver Request

Information on the Transportation Waiver Request was distributed and discussed with members. The request needs to be approved and submitted on a yearly basis. Approval of the Transportation Waiver Request appears below under Action Items.

Request for Contact Day Waiver

Tricia informed members that she will be requesting a waiver to amend the minimum contact days for 20 of our 100 Head Start program sites. A summary of the request was discussed with members. A mid-April snow and ice storm had major impact on days of service. 427 children are impacted by this request. Tricia asked members for their approval to submit the waiver. Approval appears below under Action Items.

Head Start/Early Head Start Ongoing Monitoring/Self-Assessment Report (Quarter 2)

The Head Start/Early Head Start Ongoing Monitoring/Self-Assessment Report was tabled to next month’s meeting.

Head Start and Early Head Start Individual Learning Plans

Copies of the Head Start and Early Head Start Individual Learning Plans were distributed to members. Tricia stated that the Plans will be piloted during Spring conferences/home visits and minor changes may be made for the upcoming school year. The Plan is intended to be a useful tool for teachers and parents to assist in getting children ready for school. To develop the Plan, School Readiness Goals are reviewed, and information and supports that will assist in reaching Goals are reviewed and planned, including: Attendance numbers; Family Life Practice Goals; and strategies for parents and staff. As a reminder, the School Readiness Goals for NEMCSA are in the areas of: Social Emotional, Physical, Approaches to Learning, Language and Literacy, and Cognitive. Tricia asked members to review the plans, fully participate in using them at Spring conferences/home visits, and bring any suggestions to next month’s meeting for discussion.

Spring Planning Meetings Update

Tricia stated that the Leadership Team will be meeting with the last group next Wednesday, April 25th. The Leadership Team will then meet for two days and use all the information that was gathered to

develop a plan for the coming year. Natalie Clarke was able to attend the meeting in her area and said that she really enjoyed it and found it very informative.

Program Planning

In order to guide future planning, Tricia distributed a sheet a paper with the question, “*What do you wish that you knew about your child’s classroom?*” Members were asked to take the sheet home and write down any questions they may have regarding their child’s classroom and bring the sheets with them to next month’s meeting.

Update on Bus Incident – Overview of Findings

Tricia shared copies of the communication that she received from the Office of Head Start regarding the monitoring review that was conducted on February 20, 2018 that resulted from a child being left unattended on a bus on October 4, 2017. Based on the information gathered during the review, it was determined the deficiency has been corrected and the review is closed.

Federal Review Update

Tricia stated that the last day of the monitoring review went very well and that there were no concerns that were shared with her.

The lists of classrooms that were visited for the CLASS and Focus Area 2 reviews were distributed to members. Tricia explained that some of the programs had both visits done on the same day.

Tricia also shared the results for the CLASS Observations that were conducted from 3/19/18 to 3/22/18. The overall scores show that we were between the median and highest 10% of scores nationwide!

Administrative Report – Tricia Grifka

NEMCSA Board and Policy Council Report

The Monthly Progress Report was reviewed with members. Tricia stated that requests for GSRP blends are being submitted to ISD’s and that staff are planning for fall enrollment and have begun recruiting for the upcoming school year.

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

Tricia reviewed the Head Start/Early Head Start Revenue and Expenditure report for FY ending January 31, 2018 with members. She stated that there are still a few expenses that need to be recorded before wrapping up the fiscal year.

In-kind Reports for Head Start and Early Head Start as well as a Head Start In-kind Comparison Report were distributed and discussed with members.

Credit Card Expenditure Review – Budget Committee

Members of the Budget Committee reviewed and approved credit card expenditures for Head Start and Early Head Start in the amount of \$38,455.14 for Fifth Third Bank. There were several questions. Answers were obtained. Approval appears below under Action Items.

Action Items

Approval of Replacement of Secretary

Alvin “Chip” Clarke made a motion to approve Tamara Hart as the new Policy Council Secretary. Natalie Clarke seconded. All Ayes. Motion carried.

Approval of Transportation Waiver Request

John Smock made a motion to approve submission of the Transportation Waiver Request. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

Approval of Request for Contact Day Waiver

Alvin “Chip” Clarke made a motion to approve the Request for Contact Day Waiver. Tina Schumacher seconded. All ayes. Motion carried.

Approval of Credit Card Expenditures

Alvin “Chip” Clarke made a motion to approve credit card expenditures for Head Start and Early Head Start in the amount of \$38,455.14 for the previous month. Natalie Clarke seconded. All Ayes. Motion carried

Approval of New Hires/Terminations

Jennifer Lopez asked if any members were asked to participate in interviews. Alvin “Chip” Clarke, Michael Copeland and John Smock were asked and participated in interviews. Tricia stated that two members who were not present at today’s meeting, Amy Murphy and Danielle Martz were also asked and participated in interviews. John Smock made a motion to approve New Hires/Terminations. Alvin “Chip” Clarke seconded. All Ayes. Motion carried.

New Business/Sharing/Bluesheets

Tina Schumacher shared information with the group about the recent assessment/testing for kindergarten that her son participated in. She wondered how many kids can actually do some of the things that were asked. Tricia stated that the school may want to see where the child is developmentally in order to provide a snapshot of what children know compared to others their age and identify strengths and weaknesses. Tricia will look more into this and inform members of any information that she receives.

Due to Memorial weekend, the next meeting will be Friday, May 18th 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 badourp@nemcsa.org with questions. Quality Inn’s telephone number is 1-989/345-3503.

Alvin “Chip” Clarke made a motion to adjourn. Natalie Clarke seconded. All Ayes. Motion carried.

Meeting adjourned at 12:35 pm.

Policy Council Chairperson: _____ Date: _____