

Approved June 6, 2019

The Parents' Policy Council
May 16, 2019



Macomb
Community
Action



The Parents' Policy Council met on
Thursday, May 16th, 2019, at The Macomb County Family Resource Center, 196 North Rose, Mt.
Clemens.

PARENT MEMBERS PRESENT:

Elizabeth Drake
Darlene Elm
Darcy Kruszczyński
Jennifer Uren

GUESTS PRESENT

Sandra Christmas

COMMUNITY REPRESENTATIVES PRESENT:

Anne Harpe
Elvira Hendricks
Darryl Wilson

MCAAB LIAISON:

RSVPs:

Adults: 8
Children: 11

STAFF PRESENT:

Trisa Donnelly
Maralyn McNally
Kathleen Nicosia
Steve Gay
Sandy Sheffield
Kim Franz
Julia Dilisio

ATTENDANCE:

Adults: 10
Children: 8

I. Call to Order

The meeting was called to order by Chair, Darryl Wilson at 5:30 pm.
MOTION CARRIED

II. Determination of a Quorum

III. Introductions

IV. Approval of March Minutes

Anne Harpe, supported by Elvira Hendricks, made a motion to approve the April 18, 2019 Policy Council minutes.

MOTION CARRIED

V. Public Participation / Additions to Agenda

There were no public participation or additions to the agenda.

VI. Sign in / Mileage / Time

- Sign in sheet –
 - Track attendance
 - Track submitted forms
 - Standard of Conduct with Active Supervision & Positive Guidance Policy

- Policy Council specific Standard of Conduct
- Mileage forms (Vendor Requests / W9)
- Mileage forms –
 - IF IN-KIND
 - Please put **initials** in the column designated on the sign in form
 - IF REQUESTING REIMBURSEMENT
 - Please complete and submit forms at the end of the meeting
 - **Mileage form** must be submitted at the end of each meeting
 - *Vendor Request form* (only first time requesting reimbursement)
 - *W-9 form* (only first time requesting reimbursement)
 - Only the person driving (if car-pooling) can claim mileage
 - Each Rep AND corresponding Alt attending may can claim mileage
- Time –
 - PC MEETING PREP TIME (ie: reviewing minutes, making notes, etc.)
 - Enter the time you used on the sign in sheet
 - OTHER TIME spent on Policy Council
 - Complete the “Volunteer Time In-Kind form.

VII. Old Business:

1. Discussion on Policy Council Survey for T/TA needs for 19/20: There were only a couple of items that more training was requested. That into be taken into consideration for next year with strengthening certain areas in trainings.
2. EHS-CCP Expansion grant letter of non-acceptance shared with PC: Scoring criteria was shared to assist in preparing for future EHS-CCP grant applications.

VIII. New Business/ Emerging Issues:

1. Grant submission process for grants 05CH010665 & 05HP0010 in PY 2019-2020 was reviewed:
 - Policy Council reviewed their involvement in the MCA Head Start 0-5 2019-2020 grant applications
 - 934 EHS & HS children, 88 EHS CCP children = total of 1022 children
 - The PC understands the grant includes a 1.77% in COLA for a permanent staff wage increase.

Anne Harpe, supported by Elvira Hendricks, made a motion to approve Policy Council’s approval to support these grant submissions with the chair signing a letter of support indicating PC’s involvement.
MOTION CARRIED

- Steve Gay reviewed month by month what is on the calendar for 2019-20, noting that changes could still be made.
- PC meeting dates are preliminarily scheduled, and will be voted on at the June meeting.

Darlene Elm, supported by Jennifer Uren, made a motion to receive and file the 19/20 Program Calendar.
MOTION CARRIED

- T/TA is a separate budget for staff training and professional development. Items covered include the costs for Trauma Smart, Wolf Trap, TS GOLD, Child Plus consultant, staff training and degrees, CDA’s, etc.

Darcy Kruszczyński, supported by Anne Harpe, made a motion to approve the 2019/2020 Training & Technical Assistance Plan.
MOTION CARRIED

- School Readiness goals have remained consistent in order to get a good read on our progress.
- All areas are important, but focus is placed on areas that need support, such as social-emotional development, math and literacy.

Darcy Kruszczyński, supported by Elvira Hendricks, made a motion to approve the Head Start 0-5 School Readiness Goals.

MOTION CARRIED

- EHS-CCP waivers and waiver request plan was reviewed
- It is not un-common for the CCP programs to need waivers due to the differences in the allowable in-kind requirements.
- The history of waiver request was reviewed and PC understands we cannot ask for a larger amount than the previous year.
- Members of the council eagerly offered to assist in meeting our goals by asking for support from the businesses they are associated with. (Anne H says PNC bank offers grants, Darcy and Jennifer offered to obtain financial support through their employers)

Anne Harpe, supported by Jennifer Uren, made:

+ Motion to approve a waiver for reduced non-federal share (NFS) for 2018-2019 with the Early Head Start – Child Care Partnership grant (05HP0010) in the amount of **\$50,000**; and

+ Motion to approve a waiver for reduced non-federal share (NFS) for 2019-2020 with the Early Head Start – Child Care Partnership grant (05HP0010) in the amount of **\$200,000**.

MOTION CARRIED

- We were not awarded the Health and Safety grant submitted last summer, and are resubmitting the grant again.
- Grant award will be used for gated safety systems, surveillance cameras, portable sinks for classrooms, lice treatment care kits for families, security fencing, door alarms, ½ dome safety mirrors, key fobs, safety step stools for classrooms, portable ac units, child safety locks, etc.

Jennifer Uren, supported by Elvira Hendricks, made a motion to approve support letter for Health and Safety Mini Grant.

MOTION CARRIED

2. Approve Procedures:

Darcy Kruszczyński supported by Anne Harpe, made a motion to approve 1302 Subpart D Health & 1302 Subpart F Disabilities.

MOTION CARRIED

3. Distribute 1302 Subpart E Family & Community Engagement for approval at next month's meeting

Anne Harpe, supported by Jennifer Uren, made a motion to receive and file the 2nd Semi Annual Governance Report.

MOTION CARRIED

IX. Head Start Management Program Report for April 2019 (KN)

- April attendance numbers for Head Start 0-5

- Focusing on the current budget for September 1, 2018 until August 31, 2019. Planning out T/TA funds for preservice.
- Parent Event around Smart Connections – Friday, June 21, at the MISD
- Second snapshot of data from Program Goals coming in May
- Working on grants: Program Narrative, Budget & Budget Narrative, Non-Federal Match Plan
- T/TA board approval: MCAAB and PC, Program Goals
- School Readiness Goals, Community Needs assessment update, Self-Assessment, and waiver requests

X. Committee Reports:

1. Finance Personnel Committee Report: (Darryl Wilson reported)

Finance:

- Head Start financial statements w/credit card review
 - Head Start – 62.5%/66.7% spent out, so far
 - Early Head Start – 58.9%/66.7% spent out, so far
 - EHS-CCP 61.9%/66.7% spent out, so far
 - GSRP – 53.5%/58% spent out, so far
 - Trauma Smart – (yr. 2 / Jan-Dec)19% spent out as of 4/30/19
 - PC - \$1,737.06 balance
 - Use money for PC booth at the Smart Connection Parent Event on June 21st
 - Kathleen suggested getting books from Scholastic
 - Anne Harpe offered PNC activity kits
 - Possible snacks
 - Trisa looking into 4 imprint for items to purchase.
 - Volunteer time counts towards our in-kinds

Elizabeth Drake, supported by Elvira Hendricks, made a motion to use the remaining funds up to \$1,700 for the PC booth at the Smart Connection Parent Event on June 21, 2019.

MOTION CARRIED

Personnel:

- Terminated/resigned or retired: 4
- Transferring from One Position to Another: 1

2. Health/Nutrition Committee Report (Jennifer Uren reported)

- June menus
- Health Festival (August 8th, 2019 – 9am-3pm)
 - “Health & Wellness Festival”
 - Physicals and Dentals done on site
 - Teachers will be attending

3. Curriculum Committee Report (Sandy Sheffield & Steve Gay reported)

- Recognition Day
 - Guidelines have been established for activities: this is a parent engagement activity. Teachers plan developmental activities and recognize children who have completed the year.
- CLASS Scores:
 - We collect scores twice a year and compare these scores over program years, and to national averages.
- Child Outcomes
 - 5/17/19 is the end of the spring check point period. We will then analyze the data and compare to Fall and Winter checkpoint periods

4. Parent Engagement & Advocacy Committee Report (SG & SB)

- Smart Connections – report out
 - June 21st, 11am – 1 pm at the MISD
 - Hands on activities, lunch provided, books provided per family
 - This replaces the June meeting
 - Attendance dropped at the meetings, partially due to Chaldean Holy Week

- Success Stories received and some were included in both grants that will be submitted by June 1, 2019

Elvira Hendricks, supported by Elizabeth Drake, made a motion to approve the committee reports.
MOTION CARRIED

XI. Community Representative News

- Elvira inquired about Head Start classrooms operating in the evening – not allowed due to curriculum requirements.
- Darryl will not be at the June meeting, but Darcy will step in as chair
- Jennifer Uren inquired about the Pirates and Princess dance and the chair explained that it was not being held this year

XII. Adjournment

Anne Harpe, supported by Elvira Hendricks, made a motion to adjourn the meeting at 7:15 pm.
MOTION CARRIED

Respectfully Submitted
Trisa Donnelly