

Approved:

The Parents' Policy Council
December 17, 2020

The Parents' Policy Council - **Zoom meeting**, Thursday, December 17, 2020.

<p><u>PARENT MEMBERS PRESENT: 6</u> Lojen Al-Sheikh Darlene Elm Shana Romancheck Carlee Wilson Gabrail Youhanna Tamekia Young</p> <p><u>COMMUNITY MEMBERS PRESENT: 5</u> Denise Amenta Najwa Dahdah Theresa Swalec Darryl Wilson</p>	<p><u>STAFF PRESENT:</u> Trisa Donnelly Kathleen Nicosia Steven Gay</p> <p><u>GUESTS PRESENT:</u></p> <p><u>MCAAB LIAISON PRESENT:</u> Monica Bihar-Natzke</p>
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Meeting began at 4:01 pm

Denisa Amenta, supported by Darryl Wilson, made a motion to approve all new PC representatives that were voted in at the Smart Connections meetings for the 2020-21 Policy Council

MOTION APPROVED

- Najwa Dahdah - Community Rep
Darlene Elm
Carlee Wilson
Eenas Yaldah
Gabrail Youhanna
Rasha Zaya
Jasmine Jackson

I. Election of Officers for the 2020-21 Program Year:

- Position Descriptions
 - Chair - Carlee Wilson voted in
 - Parliamentarian (Dawn Carlisi resigned 12/10/20) - Darlene Elm voted in
 - Secretary - Lojen Al-Sheikh voted in
 - Alternate Secretary - we will revisit next meeting

Kathleen Nicosia, supported by Theresa Swalec, made a motion to approve Carlee Wilson as the Chair for the 2020-21 Policy Council

MOTION APPROVED

Kathleen Nicosia, supported by Monica Bihar-Natzke, made a motion to approve Darlene Elm as the Parliamentarian for the 2020-21 Policy Council

MOTION APPROVED

- Darlene Elm and Lojen Al-Sheikh volunteered for the position of Parliamentarian. A vote was taken, and Darlene had 5 votes (Denise, Monica, Theresa, Darryl, Darlene), and Lojen had 4 (Najwa, Shana, Temekia, Lojen).

Carlee Wilson, supported by Denise Amenta, made a motion to approve Lojen Al-Sheikh as the Secretary for the 2020-21 Policy Council

MOTION APPROVED

I. Meeting Called to Order

The meeting was called to order by Darryl Wilson at 4:26 p.m. once the board was seated.

II. Determination of a Quorum – 11 members were present at the Zoom meeting (Quorum is 5 voting members)

III. Introductions

IV. Community Representatives members

- 1. Darryl Wilson (past parent and Policy Council Chair)
- 2. Monica Bihar-Natzke (past parent, Policy Council Chair and MCAAB Board liaison)
- 3. Denise Amenta (current MCAAB Board Chair)
- 4. Theresa Swalac (retired elementary school principal and GSRP liaison)
- 5. Najwa Dahdah (Child Care Consulting/Culturally responsive EDE educator)

V. In-Kind - email verification

Forms to be filled out by ALL PC members:

(Email responses will be used as confirmation of the following)

- Standard of Conduct with Active Supervision & Positive Guidance Policy
- Policy Council specific Standards of Conduct
- Monthly in-kind sheet (emails will be used for documentation)

VI. Old Business

Monica Bihar-Natzke, supported by Shana Romancheck, made a motion to approve the Policy Council meeting minutes for November 19, 2020

MOTION APPROVED

Darlene Elm, supported by Shana Romancheck, made a motion to approve the ERSEA – Application Process and Priority Grid

MOTION APPROVED

- The acronym for ERSEA stands for Eligibility, Recruitment, Selection, Enrollment, and Attendance. This has been gone over in more detail in the prior PC meeting
- The Selection Criteria Priority Grid was re-explained

Monica Bihar-Natzke, supported by Darryl Wilson, made a motion to approve the Program Plans and Procedures: Program Governance and ERSEA

MOTION APPROVED

- All members will be receiving a booklet in January with information regarding governance, parent committees, the PC By-Laws, etc.
- Review Policy Council By-Laws - review Articles IV-V (examples listed below)
 - This includes rules of who can be a member of PC, such as: 50% of the committee must be parents/guardians of a current Head Start 0-5 child, family members of staff are not permitted to be voting members, etc
 - The Executive Committee and its responsibilities
 - Rules for sending the upcoming meeting agenda
 - Quorum requirements for PC is 5 voting members
 - By-Laws will need to be revised to reflect the new way parents get voted into Policy Council

VII. New Business / Emerging Issue:

- Strategic Planning/Self-Assessment Process starting January 7, 2021 @ 9:00-11:00 & 2:00-4:00 via Zoom.
 - Following dates are as follows 1/29, 2/4, 2/19, 3/4, 4/8
 - All PC members are encouraged to attend. Kathleen will send an invite on Zoom
 - We review data, trends, strengths, areas of focus, etc.
- Introduce Community Assessment
 - Head Start requires a community assessment every 5 years. Macomb County provides one for us every 3 years.
 - Demographics, population shifts, etc. help our program determine how and where to provide services
 - A copy will be made available to all PC members at the January Meeting
- Introduce ELOF and PFCE
 - ELOF (Early Learning Outcomes Framework) describes the skills, behaviors, and knowledge that programs must foster in all children
 - PFCE (Parent, Family and Community Involvement)
- Introduce Program Goals & Objectives
 - #1 Provide all children the support necessary for school readiness success
 - #2 Partner with families to support their goals towards building strong families
 - #3 Foster a culture of learning that promotes the development of high quality early childhood professionals
- Recommend to receive and file: 2020 IM's & PI's which include the following
 - Head Start Duration Requirement is not 45%
 - Head Start Funding Increase for COLA & Quality
 - Supplemental Funds in response to Covid 19
 - Possible consolidation of Head Start, Early Head Start, and EHS Child Care Partner Grants
- Distribute Program Plans and Procedures:
 - Health & Education and Child Development
 - Everyone is asked to review these documents to be voted on at the January meeting

Lojen Al-Sheikh, supported by Theresa Swalec, made a motion to approve Carlee Wilson and Najwan Dahdah to attend the Michigan Head Start Association conference.

MOTION APPROVED

- Michigan Head Start Association conference
 - Policy Council can make a decision to send a certain number of members using their own budget. The Policy Council has a budget of \$2.00 per child x 1022 = \$2,044.
 - There will be other opportunities to attend other training sessions.
 - The training is virtual over three days in 2-3 hr sections. Wednesday, January 13th - Friday, January 15th, 2021.
 - Workshops for staff and parents covering these topics: Social Justice, Personal Wellness, Childhood Stress, Nutrition, Self-Development, Financial Management for a bright future and much more. Cost is \$175- \$195 per person.

VIII. Head Start Management Report

Denise Amenta, supported by Darryl Wilson, made a motion to approve the November Management Report

MOTION APPROVED

- Head Start 0-5 enrollment members and statistics reviewed
- EHS retaining direct care staff
- Head Start staff off due to Covid/exposure
- Last day for Head Start 0-5 is 12/22/2020, services resume 1/4/2021
- Waiting for results for expansion grant to add 75 three year olds

IX. Committee Reports:

- Finance & Personnel:
 - Budgets
 - Brief overview
 - Personnel reports
 - Brief overview
 - We will be interviewing for a new FSC via Zoom. PC members are encouraged to participate.
- Health and Nutrition:
 - Partial Menus for January were reviewed in the event classrooms reopen during January
 - Teachers purchase the snacks with Meijer cards
- Curriculum:
 - Creative Curriculum & TS GOLD
 - TS GOLD has adapted the assessment tool to a cloud version due to Covid
- Parent Engagement & Advocacy:
 - Smart Connections - the parent curriculum of Trauma Smart. Especially helpful during the Covid 19 pandemic
 - Volunteering and Non Federal match
 - Current rate for PC members is \$70.05 per hour for Policy Council Involvement.

Tamekia Young, supported by Shana Romancheck, made a motion to approve the Committee Reports

MOTION APPROVED

X. Adjournment

Tamekia Young, supported by Darryl Wilson, made a motion to adjourn the meeting at 5:26 p.m.

MOTION CARRIED

Respectfully Submitted,
Kathleen Nicosia