



NMCAA Policy Council Agenda  
Thursday August 10, 2023  
10a.m.-12p.m.

Welcome and Call to Order- Kat Byers, Policy Council Chair

- Roll call-5 attendees
- Quorum not established
  - the approval process will take place as usual to encourage discussion and show overall approval or disapproval of those present
  - an official call for approval of each motion presented will take place by vote of the executive committee, following this meeting, as allowed for in the Policy Council By-Laws (Article 7, Section 2- Meetings: The Executive Committee may take required or permitted action without an in-person meeting if all members of the Committee consent to the action in writing or by electronic transmission.)
- **Approval to use roll call as attendance**
  - Motion by Nicole Johnson, second by Blair Cole, motion carried
  - Motion was officially approved by the Executive Committee, as stated above
- Review of agenda
- **Approval of minutes from last meeting**
  - Motion by Melanie Chaney, second by Nicole Johnson, motion carried
  - Motion was officially approved by the Executive Committee, as stated above

Agency Connection- Kerry Baughman, NMCAA Executive Director

- Check out our new Podcast- The Collective Us: An NMCAA Podcast
  - Melanie Chaney has participated in a podcast
  - Three Child and Family Development podcasts have been recorded, along with podcasts about other agency programs

Grounding Activity- Family Engagement Specialist Group

- Stacey Parent shared a Consistency and Routines Video
- Tips for going back to school as a family include:
  - Bedtime routines
  - Morning routine chart-make bed, get dressed, brush teeth, brush hair, etc.
  - Set clothes out at night for the next day (or on Sunday for the week). Leave the backpacks in the car so it's one less thing to remember in the morning.

Program Information Summary- Management Team

- Planned location changes for program year 23-24
  - Moving 18 collaborative slots to direct operated slots.
  - No longer partnering with the YMCA.
  - Opening a new classroom in Houghton Lake. Added a slot in Rapid City and East Jordan.
  - Closed Betsie Valley.
  - Moving 8 slots to Mesick 3 to open with 16 children.
  - Closed EHS Houghton Lake classroom. Moving those slots to Traverse City High School.
  - EHS home-based is hiring a new home visitor to Missaukee County.
  - EHS home-based moved 10 slots to Grand Traverse. 30 slots in Emmet County. 15 slots in Antrim County.
- Sharing of Information Memorandums and Program Instructions
  - Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings ACF-IM-HS-23-03



- The purpose of this Information Memorandum (IM) is to provide guidance on cost-saving measures and how the savings should be treated by the recipient toward the Head Start award.
- Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients ACF-IM-HS-23-04
  - This Information Memorandum (IM) outlines the OHS monitoring process for Fiscal Year 2024 (FY24) and shares the updated process to conduct Focus Area 1 (FA1), Focus Area 2 (FA2), and Classroom Assessment Scoring System (CLASS®) reviews.
- Updates on acceptance and enrollment
  - 71% accepted for Head Start. GSRP-45%. EHS-83%. We need families for Hannah, Alanson, Falmouth GSRP, Mill Creek, Lake City GSRP, and EHS.
- **Request for Lead Teacher Qualification Waivers**
  - A review was conducted on the attempts to recruit for 5 classrooms, including the consideration of applications from qualified individuals.
  - Information on proposed candidates for these 5 classrooms, including compliance plan details with projected dates for credential attainment was presented.
  - A motion was requested to submit a request to the Office of Head Start for Center-based Preschool Classroom Teacher Qualification Waivers for the following individuals at the following locations:
    - NMCAA Early Learning Center, Houghton Lake- Nami Norris
    - Petoskey Ottawa- Rheanna Peck
    - Chums 2- Rachael (Katie) Zeeryp
    - Mesick 3- Maggie Wheelock
    - Blair- Kailen Ball
  - Motion by Nicole Johnson, second by Jesse Stoner, motion carried
  - Motion was officially approved by the Executive Committee, as stated above

#### School Readiness Goals & Family Measures- Shannon Phelps, Early Childhood Programs Director

- Family Outcomes Tool-Makes the connection between school and home.
- This tool is used in part as a measure of action step progress related to School Readiness Goals
- The group provided input for modification in wording for the survey. Shannon and Stacey took notes directly into the goal document.
- Please email any other ideas and suggestions to [sparent@nmcaa.net](mailto:sparent@nmcaa.net).

#### Planning for future Policy Council Meetings- Shannon Phelps, Early Childhood Programs Director

- Review of job description and flier
  - It was suggested that it will be important to reiterate that Zoom is an option for attendance, if needed. Teachers should promote in person attendance, but share that Zoom is available.
  - Resources are in the Policy Council Folder
  - We will work on the job description more next month. Please review the flyer.
- Implementing Volunteer Annual Pre Service Orientation Process (APOT)
  - Beginning next year we will implement our regular volunteer paperwork as a part of Policy Council orientation (annual pre service orientation training)

#### Personnel

- Motion by Melanie Chaney, second by Nicole Johnson, motion carried
- Motion was officially approved by the Executive Committee, as stated above



## Adjourn

- Motion by Melanie Chaney, second by Nicole Johnson

## Meeting Objectives

1. Better understanding of Head Start locally and nationally
2. Consideration of Credential Waiver Requests
3. Future Council Planning

**Next Meeting September 14, 2023**

***NMCAA Vision*** *NMCAA leads in strengthening our communities by empowering people to overcome barriers, build connections and improve their quality of life*

*Chair – Kat Byers; Vice Chair – Blair Cole; Secretary – Open; Treasurer – Tori Oglesbee; Parliamentarian Jessica Creary; State Delegates – Cecilia Staats, Melanie Chaney; Alternates- Blair Cole, Open*