



NMCAA Policy Council Meeting Minutes  
Thursday June 12, 2025  
10a.m.-12p.m.

**Policy Council Meeting Minutes**

**Date:** June 12, 2025

**Time:** 10:00 AM

**Location:** NMCAA Kalkaska Office and Zoom

**Meeting Adjourned:** 11:43 AM

**Next Meeting:** August 14, 2025

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**Attendees**

**Present:** Brittany Burke, Grace Ogden, Ivy Thompson, Kayla Cook, Melanie Chaney, Rosalyn Alfsen

**Absent:** Amber Martin, Ashleey Fredrickson, Brigitte Matzke, Kerry Myers, Michelle Whaley, Rose Shaw, Samantha Haggerty, Shanda Lee

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**1. Welcome and Call to Order**

**Facilitator:** Melanie Chaney, Policy Council Chair

- Melanie Chaney welcomed all attendees and officially called the meeting to order.
  - The meeting agenda was reviewed and approved.
  - Approval of the May meeting minutes was requested. Motion made by Brittany Burke and seconded by Grace Ogden. Minutes were approved.
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**2. Grounding Activity**

**Led by:** Kim Micham and Larisa [Last Name, if known], Family Engagement Specialists

- Reviewed a **Summer Safety Guide** originally created for teachers but applicable to families.
  - Key topics included:
    - **Air quality, sunscreen, and hydration**
    - Importance of **safety gear** for outdoor activities
    - **Playground safety:** Watch for unsafe items left by others
    - **Tick checks** for children after outdoor play
    - Emphasis on **self-care** and enjoying outdoor family time
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**3. Program Information Summary – Mini Management Team**

**Monthly Updates**

- **School Year Wrap-Up:** Busy season as the academic year concludes.
- **Corrective Action Plan (CAP):**
  - Non-compliance related to background checks (fingerprinting).
  - Not all staff, especially those not in classrooms, were fingerprinted.
  - A follow-up meeting is scheduled for **July 10** to review compliance.
- **Charlevoix Classroom Closure:**
  - Unable to find affordable alternatives (<\$25,000).
  - Classroom slots moved to **Cadillac**, with plans to open a **Strong Beginnings** classroom for 3-year-olds.
  - If Strong Beginnings is not approved, another classroom will still open.
- **Home Visiting Program** continues as an option.
- **Federal Context:**
  - Ongoing **flat funding** for Head Start.
  - Programs encouraged everyone to participate in **advocacy efforts**.
  - **DHHS** requesting public comments regarding potential deregulation of HHS programs.



### Budget, Enrollment & Attendance

- **Classroom Closures:** Continued during summer for direct operations.
  - **Summer Learning:** Staff (Dru) shared activity suggestions to maintain school readiness.
  - **Reading:** Emphasized as the foundation for learning.
  - **Attendance Stats:**
    - 86% average attendance
    - 94–96 students regularly attending
  - **Early Head Start (EHS):** 76% completion rate
  - **Enrollment:** At 97%—strong performance, with continued promotional efforts
  - **Playgroups:**
    - Open to the community
    - Moving to **Remind App** for broader outreach
  - **Budget Monitoring:**
    - Flat funding impacts decisions: close attention paid to **licensing** and **building maintenance**
  - **Non-Federal Match:**
    - Doing well—members encouraged to continue contributing volunteer hours
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### 4. PoWeR! Book Bags Presentation

**Presenter:** Kara Murphy Gregory

- Founder of **PoWeR! Book Bags** – a "Play, Write, Read" initiative.
  - Currently partnered with **EHS**, looking to expand into **Head Start** next year.
  - Program goals:
    - Promote early brain development
    - Teach children “school talk” through reading
    - Empower families to engage in literacy activities
  - **Support Needed:**
    - Grants and community donations
    - Seeking photos/videos from families to help raise awareness
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### 5. Michigan Head Start Association (MHSA) Report

**Delegates:** Melanie Chaney, Brittany Burke, Rose Shaw

- **Brittany:** Attended session on **resilience** by Lisa Murray; emphasized the role of community and parenting
  - **Rose:** Shared insights from a book comparing "dandelion" and "rose" children and the impact of parenting styles on emotional regulation
  - **Melanie:** Spoke at MHSA, found it personally empowering and a learning opportunity.
  - Created a **PC Facebook Group**
  - Plans to take the **ACES course** via MSU for certification
  - **Guest speakers** included Governor Whitmer and videos from Congress members Alyssa Slotkin and Gary Peters
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### 6. Advocacy Opportunities

- Two **QR codes** shared by **NAEYC** and **NHSA** for advocacy campaigns:
    - Oppose cuts to Medicaid, SNAP, and early childhood programs
    - Encourage ongoing engagement (multiple submissions allowed)
  - **Kayla Cook** created a video advocating for Head Start. Shannon is working on publishing it on the website.
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### 7. Family Engagement Materials Review

- **Feedback Requested** on new Family Assessment and Outcome Tools flyers.
  - QR codes added to increase parent response rates.
  - Discussed optimal times to distribute materials (e.g., **orientation, home visits, parent-teacher conferences**) when parents are more engaged.
  - Decision to include both **fall and spring surveys** and mark completed forms for better tracking.
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### 8. Member Sharing & Additional Discussion

- **Volunteer Forms** will be distributed via **DocuSign** for easy digital submission.
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### 9. Personnel Updates

#### New Hires Approved:

- **Motion to approve:** Brittany Burke  
**Seconded by:** Grace Ogden  
**Motion passed unanimously**
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### 10. Drawings

- Drawings took place for PowerBooks.
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### Meeting Objectives Recap

1. Gain deeper understanding of NMCAA and Head Start at local/national levels
2. Learn about PoWeR! Book Bags and how they support early literacy
3. Identify and act on advocacy opportunities
4. Provide feedback on family engagement practices and materials

### Next Meeting August 14, 2025

*Chair – Melanie Chaney; Vice Chair – Kayla Cook; Secretary – Samantha Haggerty; Treasurer – Brigitte Matzke; Parliamentarian- Grace Ogden; State Delegates –Brittney Burke, Rosalyn Alfson; Alternates-Brigitte Matzke, Open*