

Jackson Quality Preschool GSRP Meeting
Agenda –February 19, 2016
1:00-3:00 p.m.

INTRODUCTIONS: Meeting called to order by Sheley Bess and Kelly Sheppard.

Present:

ABC Academy:Kathy Hoszkiw, Andrea McCabe

CAA: Kristin Klug, Elizabeth McClain

Columbia: Pam Behling, April Brownlee

daVinci: Kristi Neelis

Early Impressions: Angela Mentink

Grass Lake: Lynne Gatz

Lil Kiddos:

Little Rainbows: Kim Kloack

Michigan Center:

Napoleon-Lil Kiddos: ,

Napoleon-Pirates Cove Preschool: Michelle Ault, Jennifer Snyder

Northwest-

Phoenix: Lisa Hunt

Springport: Laura Tenney, Janis Sanford

St. Mary: Linda Fitzgerald

Vandercook Lake: Danielle Casto

Western: Jared Vickers, Jessica Crupi, Amber Casselberry

JCISD: Kelly Sheppard, Kelly Friedland, Lauren Bailey, Sheley Bess, Jean Allison, Brenda Webster, Liz Raduazo

CONNECTOR ACTIVITY: Sheley Bess- Sites encouraged to share recent successes. Upcoming training will offer online registration and tracking.

REVIEW OF MINUTES FROM Jan. 2016 MEETING correction made to Pirate's Cove attendance listing in January. With this correction:

Motion to approve:Kathy Hoszkiw

Seconded: LauraTenney

Approved

BUDGET

- **Timely Invoicing** - Lauren reviewed need for timely invoicing, do not back log, and be mindful of duplicating.
- **Carryover** - reminder of 5% rule this year. If you had carryover from last year, you must spend prior to June 30, avoid any loss of funds.
- **Budget Amendments** - pending MDE review of initial application, timeline March 7 at this time. Direct questions to Lauren
- **Inventory** - overdue submissions, must submit, this is an MDE requirement, and we know that this is an audit year. ISD is required to site visit and verify that GSRP purchases are in place and accounted for. No exceptions. Update your list as you acquire new purchases. Equipment purchased with GSRP funds do remain the property of GSRP/MDE, not particular to your site. If your GSRP room were to close, the items would be transferred to a new/different classroom.

MEGS currently closed and in review, updates and changes will need to be entered. Please keep ISD up to date in **all** changes of personnel, licensure, certifications. You may give this info to Liz Raduazo direct, or your ECS.

If you have any homeless children, please advise Liz. New Grant writing in progress. Count is very important.

- **CONTRACTS & POLICIES**
- **Administrative Policy & Procedures Manual Status- DONE**, at printer now and coming soon.
- **Child Assessment Notice & Policy** - Some have in handbooks currently, some do not. Sample provided today (handout) be sure that you post, give to parents, and place in your handbook. Modify logo to your site.
- **Special Education Process** - working on most expedient process. Training on March 4 will review. Q & A with Maureen Keene, Director of Special Ed.
- **Teacher Certification and/or Replacement of Staff** - see MEGS discussion. Also refer to MDE rules regarding hiring practices. Audit year especially stressed.

SCENARIOS REVIEW - continuation from January meeting. 2016-17 Process reviewed--not yet ready to publicise. **Do not give to families yet.**

STATE UPDATES-Kelly Sheppard -

- **MDE ECC Conference Call Updates** - formula for GSRP slot allocations coming, Governor has signed in proposed budget that slots will remain consistent with previous year. We have requested more slots, but do not yet know. Transportation money will continue, similar to last year. Cross County ISD policy same, no change to administrative caps. Governor has added a section specific to Flint, who will be required to offer preschool to all 4 year olds.
- **MAISA ECAN Network Meeting** -

PALS PROFESSIONAL LEARNING COMPONENT - Brenda Davis unable to provide update today, but she will continue to update us in future.

ECS UPDATE-See ECS Report - See handout. Focus areas addressed, including: PQA B data **goals met**. Challenges discussed. Need for documented processes and follow thru stressed. Need for equal Diversity/Community/Culture reviewed. Need for training of the #3 person in the newer 1:18 ratio. Accuracy in meal portions stressed. See your ECS if any questions.

Links to register for March 4, 2016 PD

[Review of the GSRP-ECSE Referral Process for GSRP Programs - AM SESSION](http://www.solutionwhere.com/jcisd/cw/showcourse.asp?777)
<http://www.solutionwhere.com/jcisd/cw/showcourse.asp?777>

[GSRP-Fine Tuning PQA A Criteria - PM Session](http://www.solutionwhere.com/jcisd/cw/showcourse.asp?778)
<http://www.solutionwhere.com/jcisd/cw/showcourse.asp?778>

DATA UPDATES & CENTRAL REGISTRY

- **Spring Count** - Kelly F reviewed, send updates to her. Spring count date pending at this time.
- **Interest Form** - updated (handout)
- **Talking Point for program Secretarial Staff** - forms available for your support staff (handouts) information outlined to help them.
- **Confirmation Letter**- will add Head Start info to letter, same as it is on the website.

KEA ASSESSMENT UPDATES - no updates at this time

EARLY CHILDHOOD FAIR & KIDSFEST - previous years and processes reviewed. A Family Expo is scheduled in March--maybe offer online registration at this event. CAA will be at event and coordinate this. Continue with county wide marketing campaign. Utilize kindergarten round ups? Western, Springport, and Vandercook will be using the provided forms at kindergarten round up. Group feels the new hotline is/will work well.

KINDERGARTEN START DATE & WAIVERS - Possible start school prior to Labor Day, result of application pending.

Ages: Marketing states "**4 by September 1st**". Families may still participate if child turns 4 by December 1.

Concord Schools may be looking for a partner school, more info to come.

SLOT DISTRIBUTION

- **Process** - Slot Request Form (handout) Please complete and return to Kelly Sheppard by end of March, the sooner we know, the better we can plan.
- **Slot Allocation Rubric** - (handout)
- **Update on release dates** - will share intake names beginning in March, Head Start eligible will be sent to CAA. Kelly F is working on a spreadsheet that is not so large, maybe all in Child Plus.
- **MDE Process Review** - hold

C2C - hold

SCHOOL READINESS COMMITTEE STATUS & NEWS - hold

INDIVIDUAL REPORTS

NEXT MEETING: March 18, 2016 from 1:00-3:00.

Other-

PALS well received, would like to see/hear again

Early Literature/Mathematics conference 2-18-16 was very informative, would like to see more. (Janis Sanford will forward Powerpoint to Kelly for review)

A parent comes into your school office to apply for GSRP. What is the process you follow? Write out and be ready to explain.

A parent comes into your school office to apply for GSRP and your office support tells them to call the ISD. What would be the correct process?

A parent comes into your school office to enroll in your preschool. The parent knows they make too much money for GSRP and they know they won't qualify for the program but they want to ensure that they are at YOUR site. What might you say to the parent and what would be the process as far as GSRP?

A parent comes into your school office to apply for GSRP and they happen to live outside the county. What are the list of questions you need to be able to ask them in order to ensure that they qualify for GSRP? i.e. in-county/out of county and/or school district.

A parent comes into your school office to apply for GSRP and the support documentation that they had given you does not match the interest form. What do you do? (income, address)

A parent calls and decides not to attend your program after the application has been approved for your site. What is the next step in the process?

You, as the Director, get a parent that wants your program and you are not full at the time. What are the steps you need to take in order for the parent to start the enrollment process?

What if a parent calls in March and asks you to put them on a waitlist for your program to guarantee a fall spot. What do you do?

What if a grandparent or non-guardianship person calls and enrolls the child in the program? What should you do to verify the information in order to move forward with enrollment for this child?

In order to boost enrollment in GSRP you will want to do marketing for your program. How is this done and what would be the process to follow?