

**Jackson Quality Preschool GSRP Meeting**  
**Agenda – October 21, 2016**  
**1:00-3:00 p.m.**

**WELCOME and INTRODUCTIONS:** Meeting called to order by Susan Townsend.

Present:

JCISD: Susan Townsend, Kelly Friedland, Kelly Sheppard, Brenda Webster, Catherine Brubaker, Wendy Bell, Jean Allison, Mary Belknap

ABC Academy: Cody Blair, Andrea McCabe, Kathy Hoszkiw, Tammy Cushard

CAA: absent

Columbia: Laura Finkbeiner, Amber Bushinski, Pam Behling

daVinci: Kristi Neelis

Early Impressions: Angela Mentink

Grass Lake: Amanda Lally, Christie Orban

Little Rainbows: absent

Michigan Center: Kim Trudell

Napoleon-Pirates Cove Preschool: Jennifer Snyder

Northwest: Amy Marrison, Lisa Peterson

Phoenix: Lisa Hunt

Springport: Laura Tenney

St. Mary: Linda Fitzgerald

Vandercook Lake: Danielle Casto

Western: Amber Casselberry, Jessica Crupi

**Connector Activity:** Susan - energize! New 1st year to JCISD/Early Childhood personnel introduced, and quick bios shared.

**Present:**

**REVIEW OF MINUTES FROM September 2016 MEETING**

**Motion to approve: as per email that was sent, printouts will be here next meeting!!**

**BUDGET - Lauren (absent today--contact her if any questions)**

- Budget Information & Updates
  - 15-16 5% Carryover Limit
  - FERS are due November 4, 2016
  - Monthly Invoices
  - Contracts must be signed and turned in by your Superintendent (to the JCISD) before any payments can be made.
    - Start up funds are available if you are a new provider, or are opening a new classroom.
    - Inventory: final reports, purchases(GSRP funds), inventory lists should focus on the items that another program will want once you are finished with them. Items of value~~\$50+ range.

## **ECS UPDATE-See handout**

- Introduce New ECS Team
- Fall PQA / guidelines/handbooks. We will be asking you for copies of what you are using in your program.
- Home Visit Safety Training went very well
- Name/ID tags (GSRP) must be worn when staff is going out into field. JCISD can print these for you @ \$5 each. You may use grant funding for this.
- Grant opportunity - funding cycle reviewed. See the back page of the ECS report for a link to more details.
- Upcoming trainings listed on report. All trainings will be posted on the JCISD website, register there to attend.

## **STATE UPDATES-Kelly Sheppard &/or Susan Townsend**

- **MDE ECC Conference Call Updates**
  - Conference Expectations from MDE via Webinar. New formula that is used to allocate GSRP funds discussed. Data and how it is gathered discussed. Census numbers will be used. Working toward equitable distribution of funding.

Next year the age qualifier changes, the issue is being evaluated.

- **MAISA ECAN Monthly Meeting** - held yesterday. Nel Duke presented on the pre-K-3 Early Literacy practices. Hoping to bring her here or close by to speak. Components are embedded in most of the work that we are currently doing.

Coaching Essentials document created and approved. More to come, training, Etc.

Companion documents are being created, will link to the Essential documents.

Grant 1.0 is supporting this work. Year one (focus on creating documents, modules, videos, etc) is coming to completion.

Grant 2.0 is in the planning stage. Grant 3.0 is in the writing phase.

## **DATA UPDATES & CENTRAL REGISTRY**

- **Child Plus-Kelly Friedland**
  - Start Dates for the 2017-18 school year as “enrolled” and “entry” dates in Child Plus, contact Kelly if questions.
  - Fall count cutoff is Monday, October 31
  - Any enrollment changes must be in by November 4. Let Kelly know if any questions on this.
- **ASQ-Kelly Friedland**
  - Get new staff names to Kelly Friedland so accounts can be created.

- Done and uploaded by October 31st

## **RISK FACTORS IN A PROGRAM ACTIVITY - ECS**

**Jean:** risk/analysis exercise. (handout) video demonstration. What is your Plan B if the home visit protocol goes wrong? Follow your policies - procedures. Include in staff orientation. Lots of sharing, ideas, strategies for dealing with challenging situations.

Compliance issues with staff/student ratios discussed. Question asked--what do we do when we can't get a sub and a teacher calls in sick? Reply: Have a protocol in place that you have a list of qualified subs. Review your CDA manual for credentials needed for subs, and develop a call list. Shortage of substitute teachers county wide is a concern. Suggest building capacity within your program, encourage, mentor, teach, and utilize TEACH funds to build a list. **Compliance in GSRP classrooms is a must!**

## **CHILD PROGRESS DATA**

- **PALS - Brenda** - hold til next meeting

## **START AND END DATE SHEET**

## **SLOT DISTRIBUTION/CLASSROOM ASSIGNMENTS**

**TEACHER ASSIGNMENTS AND CERTIFICATIONS** - make sure you keep the JCISD updated

**SCHOOL READINESS COMMITTEE STATUS & NEWS** - discussion on site visits, more to come.

**CONNECTING THE BRIDGES BETWEEN PRESCHOOL AND KINDERGARTEN UPDATE** - 2nd session November 4, 2016. Registration is now open, flyers available.

## **[INDIVIDUAL REPORTS - updated](#)**

**NEXT MEETING: November 18, 2016 1:00-3:00 p.m.**

(\*\*this is corrected from the agenda which stated November 16)