



AGENDA

Ingham GSRP Advisory Council Meeting
October 4, 2013
9:15–11:15 AM

Ingham ISD–Thorburn Education Center room ABC

****REMINDER–Please join us for the collaborative breakfast from 8:00AM–9:00AM****

1. Welcome and Introductions (New Staff Listed Below)

- MC Rothorn–Parent Coordinator Great Start Collaborative
- Jennifer McCaffrey– New Early Childhood Specialist IISD
- Emily Dowd/Katie Root– Dansville Preschool and Child Care Teachers
- Mindy Calley– Holt GSRP Teacher
- Erin DeRyke– Asst. Teacher East Lansing
- Lisa Leonard/Theresa Vanertay – Beginnings Child Care Center
- Cindy Coe– Williamston GSRP
- Stacey Brewer– Okemos GSRP
- Diane Eisinger /Janet Yachim – Acct. IISD
- Amber Stockbridge

2. IISD Updates

- IISD Business Office Updates
 - Working with Dianne Eisinger rather than Kelly Corbett for 13–14
 - 12–13 Final Expenditure Report– Janet and Dianne share info (See attached packet)
 - Changes this year over last year
 - Expenditure reports due at the end of this month, email sent out a few weeks ago to district finance staff and some program people. Check with finance to ensure receipt. Went over how to access report in MEGS, detailed ledgers required to submit at the end of the month. Dianne will contact staff with questions if needed.
 - Insurance (requirements on Subcontract agreement) Needs to be submitted by Oct 21st in order to disburse funds
 - Required insurance limits (set by MDE and by IISD)
 - a. Will be collecting cert. of insurance from every site this year.

- b. Most schools are insured with School Trust Pool, can call and request a cert.
 - c. Smaller agencies may need to work with their insurance to get all necessary insurance coverage.
 - d. IISD should be listed on each insurance policy.
 - Questions?
 - a. Contact Janet Yachim 517-244-1294
- 13-14 Grant Documents
 - Subcontract agreements- outlines how sites will be paid.
 - Payments are to start on 10/21 but IISD needs to receive several documents before payment is disbursed.
 - See attached timeline with required documentation and submission deadline
 - GSPR program information (Site and Classroom/Program Quality) returned by 10/15
 - Subcontract returned by 10/15
 - Was sent out on 10/1
 - In years past received a subcontract and memo of understanding. This year agreement/memo have merged into the subcontract.
 - Added Section on Insurance requirements
 - Form W-9 Request for Taxpayer ID Number
 - For new partners, Dianne E. handed out W-9 forms. Contact Dianne if your site needs a form
 - EFT Payment Auth. Form
 - For new partners, if you want to receive your funds electronically
 - First payment goes out as a paper check, all other payment would go through electronically
- Budgets for 13-14 (Submit by 10/21)
 - No longer entering individual budgets into MEGS

- IISD will now need to collect budget data and submit
- See example template provided in packet handed out (attached)
 - Summary page (filled in once detailed tabs are completed)
 - Same info provided in past with detailed program expenses
 - Start working on them now and submit by 10/21
 - More guidance may come in from MDE on allowable expenses, info will be shared with you as it comes in
 - Budgets will be reviewed and questions asked if needed.
 - Write line items in with detail and use language from Implementation Manual on allowable expenses. More detail and specific language from Implementation Manual will ensure faster approval of the Grant Application
- Memo on Grant applications
 - IISD will be responsible for more fiscal monitoring this year
 - Will need to submit more info
 - Cost Allocations only come into play if running multiple programs
 - Give memo to business office staff
 - Submit in writing how expenses are allocated.
 - Question:
 - Do sites need to put in “In Kind” info?
 - Haven’t been told that it is needed but would be best practice to put it in for internal records.
- Quarterly Financial Report
 - IISD will collect info quarterly. Due the 25th of the month following the end of the quarter
 - 1st quarterly report due Jan 25th.
 - Send detailed ledgers to support report

- Will allow sites to see how much money is left
- Budget template info will match # of slots/funds on Subcontract
- Info will be sent out to Finance/or Program Directors
 - Any changes in program contacts this year please submit to Corrie to ensure an accurate contact list
- IISD will be asking for a lot more information this year for required fiscal monitoring.
 - Will need to see ledgers, transaction detail within the ledger.
 - Will also need to see documentation for each transaction.
 - Keep all records and details on GSRP expenses.
- Questions on subcontract
 - Funds will be sent out monthly
 - Amount should be the same each month unless quarterly reports show changes need to be made.

3. Additional Slots

- MDE has given the IISD 394 additional slots
- Thoughts on how many slots to keep
 - Keep may 200 more of the 394?
 - If we can't fill them we have to send them back
 - Returned slots may limit funding provided by MDE next year
 - MDE is potentially looking at per child fee increase, or give ISDs money so that it doesn't come out of the per child amount.
 - Most often slots returned to MDE aren't offered again
 - Conversation about who have kids on a wait list
 - What is the level of risk we are willing to take?
 - How could we make it work this year to ensure more slots next year
 - Joint application has shown over 500 3 year olds that are GSRP eligible to enroll next year

- Q & A on Funding/ Slot Counts
 - How does the funding work?
 - Have to submit in all 3 counts but all funding comes from submissions into Feb Count Date
 - GSRP does not have a rule that if a child leaves their space has to be filled
 - All funding is figured by slot not by child
 - If a child is served for even one day between Nov 1st and Feb 21st you will receive all funding.
 - Exits before October 31st will not be counted or funded.
 - Slots can be used to increase day length (From part to full day)
 - Is there a date when programs must be opened (start)
 - Programs must run 30 weeks
 - And must be opened before Feb 12th
 - Community child care centers must have a 3 star rating or higher. Not many in Ingham County.
- Sent amended slot requests out to program directors to determine if anyone can take additional slots
 - IISD must submit new slot count to MDE and return rest to MDE (Due Friday Oct 4th)
 - Most programs aren't able to take any more slots at this point
 - Williamston has more slots
 - Additional slots to MSU
 - Additional slots to Holt
 - Working with HS to see if they can take more slots
- This year IISD has already accepted about 140 more kids than last year.

4. Waitlist/Slot Counts

- IISD still has outreach materials available.

- Materials available to pick up at the end of the meeting
- Parent participation helps with outreach
 - If programs want to send parents that might be able to be a good advocate to MC Rothorn he can help get them
 - MC Rothorn Parent Coordinator Great Start Connect Contact Info
 - a. www.inghamgreatstart.org
 - b. inghamscparents@yahoo.com
 - c. 517-203-8937 (call or text)
- Waiting List/Open Spot Update
 - Stockbridge- 6 kids on a waitlist
 - MMLA has 6 on a wait list (to send back)
 - Lansing - appx 30 open slots
 - East Lansing spots open (2)
 - YMCA spots open (2)
 - Dansville spots open(2)
 - Webberville spots open (2)
 - Holt spots open (10 -half day program)
 - Mason spots open (2)
 - Leslie spots open (6- half day available)
 - Williamston spots open (5)
- Question: Can kids come from Head Start?
 - IISD working with HS to see what their waitlist is
 - Will provide info when it is known

5. Monitoring and Compliance

- Talked at last meeting about monitoring and compliance, but didn't have info from MDE at that time (Info now available from MDE)

- Document from MDE will be shared by email. (Pay close attention because many details are new)
- Each program should look through 12–13 documentation and compare to this list to ensure that everything is available if requested.
- Goes through each section of Implementation Manual and documentation required
- May need to pull multiple people together from your district to ensure all data is collected and documentation complete. (Teachers, Program Directors, Business Office Staff, Other)
- Sites might want to keep a hard copy binder.
 - Use List as an index in the binder to ensure it is all there
 - District should keep the binder, with programmatic info, classroom specific info can be kept by classroom
 - Some things are submitted already to us electronically (GSRP Workbook)
 - Good idea to make note of what IISD has a record of
 - TQRIS– can't see info already submitted
- ISD has some of the things, Districts will be responsible for some things
 - If need something that ISD has please email Corrie for a copy.
 - Joint applications are sent to HS so waivers are no longer necessary.
- MDE is building a grant electronic monitoring system (GEMS)
 - In trial period this year
- State will do a random sampling for audits

6. Joint Application

- Joint App Process Meetings
 - Will put out a meeting request to discuss process and areas that can be improved for next year
- In the process of looking at other vendors in the state to make an electronic version that will work for us.
- Much outreach done and a lot of applications have come in this year.

- Ideas for application
 - Put MDE risk factor numbers on coversheet
 - Add more room to put income in

7. MC Rothorn– How are GSRP classrooms working with K–12 on transition into Kindergarten?

- Part of grant requirements that there is a Kindergarten transition plan for each child/program.
- Lila A./Linda Priest shared info on how it is working with Williamston
- Deb H. (HS) Shared info on how it is working with HS
 - Would like to see more of a connection with Lansing Schools
 - B. Whaley – Will invite HS and all Community Partners (GSRP) to Kindergarten Transition night at Lansing Schools (in April)
- Paula – Kid Time Can be overwhelming for families that have been in a private program for several years. Not sure where to go, etc.
- Benjamin– Can share the info (dates for each district Kindergarten Transition Nights) here at the advisory council meeting
- Jane– LCC– Can we have the kindergarten transition nights earlier in the year (Nov?) so that parents can determine where to enroll for K. and what the timelines are.
 - Want to look at options, due dates, contacts, etc. One info sheet to give to parents (would like to hand out in the fall)
 - Lansing Kindergarten nights are for kids that have already enrolled, as an open house
 - Beth Whaley volunteered to create a county wide info sheet to share with all GSRP programs.
- MC wants to find out existing structure on K–12 integration for preschools to use with parent advisory councils.
 - Send ideas or thoughts to MC.
 - Lila A. Outreach at Home based preschool programs.

- Laura C. East Lansing – spoke with k-12 staff to work with her GSRP kids , can join Developmental Kindergarten classroom one day a week. Working well.

8. Early Childhood Specialist Updates

- All Ingham County ECSs meet once a month to create the same level of support/services across the county
- Training– Based on PQA results across the county
 - Area that has the most room for improvement
 - Adult Child interaction
 - a. PD December 13th here at IISD –Flyer coming out soon
 - b. Conference Style
 - i. Supporting learners in Large Group
 - ii. Supporting Learning in small groups
 - iii. How to increase interaction at play time.
 - Question:
 - Where can districts find PD or support on TS GOLD?
 - Sign up for listserv on TS GOLD they send out resources frequently
 - Tutorials on TS GOLD (under most of the tabs– resources link)
 - Will consider feedback on PD requested at this meeting and provide offerings or connect with other resources.
- Use your ECS to be a program advocate with admin, etc.

9. Program Updates

- LCC and Lansing sharing PD opportunities and collaborating with other districts
- HS having a joint PD at Pattengill on November 12th 4:15–7:30
 - Choices PQA, Assessment, Small Groups
 - Corrie will send info out.
- LCC hosting a seminar on 11/9 at Hannah from 8:30–1:00 \$65/day looking at CEUs
 - Reggio approach to art (working with clay)
- Resource Guides available through CACS– go to CACS and get one for free (one per program) Pick one up at 1301 Rensen St. Lansing, MI (near the CATA station)
- HS has opened 6 new rooms (at 5% over income) found HS eligible served with GSRP money.
 - HS looking for qualified staff. Please refer to Deb Hill.
Deb.hill@cacsheadstart.org
 - New sites are located in the Lansing area
 - a. Waverly an area with a lot of unmet need
 - b. HS now running GSRP and HS in Waverly

10. Next Meeting–November 1st, 2013

- Please remember to add items to the agenda sheet sitting by sign in before each meeting