

**Ingham Great Start Collaborative
Operations Committee Meeting Notes
Friday, December 14, 2018 – 10:30 am – 1:00 pm
Ingham ISD Early Childhood Services, 6520 Mercantile Way, Suites 1 & 2**

ATTENDEES: Effie Alofoje-Carr, Jessica Baker, Wendy Boyce, Lucy McClintic, Barb Monroe, Michelle Nicholson, Stephanie Thelen

1. The 12/14/18 Operations Committee Meeting Agenda and 11/8/18 Operations Committee Meeting Notes were approved as stated.

2. Inclusion Activity – Parent Café Question

Today's inclusion activity question focused on Resiliency. *"How do you and your children handle stress?"* Members shared as follows:

- Having quiet time in a quiet space is helpful, even for a few minutes. My child is very vocal and a negotiator, so I have to remember to listen to what she has to say. Children pick up on everything—especially when a parent is stressed.
- After being out of town recently, my child made me aware of my absence by saying "nothing is fun today." This was a reminder for me to turn off my computer, phone, and spend quality time with him.
- The holidays are an especially busy, stressful time for some families.
- Crank up the radio and sing Christmas carols.
- Even when children are grown, it's still important to take time to listen to them.
- "Belax"

3. Family Engagement

• **Parent Cafes**

The November Parent Café Series has recently concluded, with an increase in attendance. [The next Parent Café is scheduled for Tuesday, December 18, 10:00-11:30 a.m.](#) at Early Childhood Services. The topic of this meeting is resiliency and communication. Plans for the January Parent Café Series are being discussed with the topic "New Year, New You"—and include goal setting, setting reasonable expectations, etc. There may be more evening meetings planned during the coming year.

Kae Dubay recently hosted a Parent Café at Little Lambs preschool in Williamston with parents of 3-4 year olds—including one father. This group discussed parenting, resiliency, and knowledge of child development. This Café was purposely scheduled at pick-up time to better fit with families' schedules.

• **Family Coalition**

The December Family Coalition meeting was held Thursday, December 13. Great Parents Great Start (GPGS) staff attended with a family as part of the GPGS Program quality endorsement component that requires offering one evening group connection. The topic was "stress" (i.e. how do families handle stress, what drains a caregiver, etc.). One new family also attended along with the regular attendees.

• **License-Exempt Providers**

Jessica recently attended one of the monthly Great Start to Quality Orientations held for license-exempt providers. There were nine providers in attendance, some of them grandmothers, who typically care for two to four children on average. Jessica shared information regarding the GSC website, the Ingham Early Learning Calendar, the four Ingham GSC Outcomes, etc. Barb Monroe explained how providers attend Orientations to receive

DHHS childcare subsidy and use the ongoing support group to meet the training requirements. License-exempt providers also like the opportunity for adult interaction. It was suggested this group be included for feedback on Outcome 2 social-emotional messages and when updating the Ingham Early Learning Calendar. Barb suggested Jessica (and other potential trainers) register on “MiRegistry” and add the Parent Cafés as trainings so licensed-exempt providers can count hours attending Family Coalition meetings for their training requirement.

Update on Strengthening Families Workplan

Jessica submitted the Workplan. A focus of the Workplan includes updating outreach materials, and working with two unique parent groups, one being the licensed-exempt provider group. Barb Monroe offered to provide contact information (email group) for license-exempt providers to continue the connection with that group

4. Capital Area United Way (CAUW) Collaborative Funding Grant

Ingham GSC had an opportunity late last summer to apply for a pilot collaborative grant through CAUW. Unfortunately, due to a shortened timeline and a requirement that the collaborative partners be 501(c)3 entities, Ingham GSC did not move forward with the grant application; and no other organizations applied. CAUW recently announced they would move forward with a full-scale launch of the collaborative grant opportunity, and some modifications have been made. Michelle and Wendy, along with potential partners WKAR (Robin Pizzo) and South Lansing Ministries (Katie Price and Carol Miskell-Simmons), recently attended a training session through CAUW to learn more about the grant application.

If awarded funds, this collaborative approach would be focused on Literacy: The Read by Grade 3 Law, the Ingham Family Literacy Calendar for K-1, the Ingham Early Learning Calendar, and how families could be supported with these tools. Previous discussion included possibly partnering with the Islamic Society and Shared Pregnancy—further follow up is needed. Monies to fund this grant would come from donor contributions divided amongst education, financial stability, and basic needs. An approximate dollar range from donations is anticipated to be \$700,000 with \$280,000 anticipated to be allocated for education.

Timeline for Grant Application:

- 01/07/19 – Notice of intent to apply released
- 01/18/19 – Notice of intent to apply due
- 02/05/19 – Organizations notified if application was accepted and invited to complete full application.
- 03/18/19 – Application due
- 05/31/19 – Notification of grant award

Potential Partner Information:

- South Lansing Ministries, who hosts a food bank and has a connection with Wexford Montessori is potentially considering hosting a family breakfast to promote family engagement and literacy activities using the Calendars. South Lansing Ministries has a program called Community Builders for 4th graders to build resiliency and citizenship. This program could potentially be included in the Collaborative Grant in the future.
- WKAR recently filmed Interstitials (educational infomercials) with Ingham ISD staff, a Play & Learn Group facilitator, and families focused on the Ingham Early Learning Calendar and the Ingham Family Literacy Calendar for K-1. The Interstitials focus on the importance of literacy, provide instruction on how to use the Calendars, and feature learning activities from both of the Calendars. WKAR hosts literacy nights through local school districts, and may include the

Calendars at these events. WKAR is in the process of considering how these grant funds would be used.

Michelle shared the newly-printed Ingham Family Literacy Calendar for K-1 with Operations members. Ingham ISD is working on a communication and possible distribution plan. Operations members provided positive feedback regarding the Calendar. Lucy plans to share the developmental journey for literacy information at parent/teacher conferences.

5. Plan 12/19/18 GSC Meeting Agenda

- **Inclusion Activity** – Jessica will provide a Parent Café question.
- **Great Start Family Coalition Update**
- **LICC/Early On update** – In lieu of a Spotlight for the December GSC meeting, Michelle plans to share Early On updates regarding the primary service model, as the Ingham GSC is the advisory committee to Early On.
- **Outcome Group Possible Questions for December GSC Meeting**
 - Review progress on activities since the November GSC meeting.
 - Next steps between now and the January GSC meeting.
- **Facilitation of Outcome Groups**
 - Outcome 1 – Jessica and Michelle
 - Outcome 2 – Lucy and Stephanie
 - Outcome 3 – Wendy and Effie
 - Outcome 4 – Corrie and Laurie
- **Evaluation and Updates** – Hindsight 20/20 evaluations will be used.
- **Chair:** Corrie **Timekeeper:** Barb and/or Jessica

6. Operations Committee Updates

- **Arabic Interpreter** - CACS Head Start contracted an Arabic interpreter to translate materials. Please let Lucy know if you have materials to translate.
- **Ingham Early Learning Calendar Updated** – The Calendar is currently being updated. Funding is being provided by CADL and East Lansing Library.
- **Literacy Essentials Train the Trainer** – Ingham ISD sent three staff to four days of training. Staff are waiting for more information about how to deliver the training. Data collected at the training shows 76% of trainers have a master's degree; 59% have an elementary teaching certificate; and 7% are trained in K-3 literacy. Pre and post-training surveys provided positive feedback. From the 281 people trained, 11 people only completed all 10 on-line modules prior to the training. As a result of the training, 226 new trainers have been added to "MiRegistry."

Michigan applied for a \$7.12M grant through PPDG, which some funds could potentially be used for the Literacy Essentials training. Discussion is taking place regarding offering trainers incentives such as money, more time to train, and recognition as master trainers.

- **Trusted Advisors** – The Trusted Advisors final report was recently submitted via Survey Monkey. The total number served was 251 families with 487 children representing 15 different languages.
 - **Successes:** It worked very well to contract with Trisha Dowell to coordinate this project, as she knows the Trusted Advisors personally through their work with the Lansing School District. Families served reported their excitement about the materials shared, which has resulted in the caregiver becoming more involved in the child's learning.
 - **Challenges:** It took a great deal of time to get the volume of materials translated. In addition, not all information translates well in all languages.

- **Barriers:** Most Karenni speaking families do not speak or understand Burmese. Fewer refugee families are entering the United States, so there may be fewer families to reach.
- **Other:** Burmese and Vietnamese cultural brokers would like to share info statewide; however, because the grant serves Ingham ISD, hard copies of materials will be provided to Ingham families, and others can access them electronically.
- **Sustainability:** Trusted Advisors were excited about this grant opportunity and eager to get the Read by Grade 3 materials translated. The hope is to continue to distribute information to those who served as Trusted Advisors in their current role as cultural brokers. This project helped the Trusted Advisors see the connection that parents are their child's first teacher. It was suggested having discussion in Outcome groups about using cultural brokers to share information and messaging with families as opportunities arise.
- **School Readiness Advisory Committee Meeting**-1/17/19, 4:00-6:00 pm.
- **Lansing School District Showcase**-2/10/19, from 12:00-4:00 p.m. at the Don Johnson Field House. Translated materials will be shared.
- **Lansing School District**-Jessica may host a Parent Café with ELL classes at the Welcome Center, using the Five Protective Factors.
- **Great Start to Quality**
 - Job opening for a part-time Quality Improvement Specialist Position. This person should have a background in Early Childhood and good computer and phone skills. Contact [Barb Monroe](#) for more information.
 - Barb attend a Stakeholders meeting for family and group home child cares. An issue discussed was the disconnect between the current Great Start to Quality system and family and group home providers.
 - A shared services platform will be available to early childhood and childcare providers—including family and group homes. Services provided may include health and liability insurances, accounting services, etc.
- Lucy shared social-emotional flyer with Head Start who prioritized their top messages. A suggestion was made to have different posters with different messages.

Review next meeting dates and times:

- **GSC Meetings:**
 - 12/19/18 from 1:00 – 3:30 pm at Ingham ISD Early Childhood Services
 - 01/23/19 from 1:00 – 3:30 pm at Ingham ISD Early Childhood Services
- **Operations Committee Meetings:**
 - 01/10/19 from 2:30 – 4:30 pm at Ingham ISD Early Childhood Services
 - 02/14/19 from 2:30 – 4:30 pm at Ingham ISD Early Childhood Services

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*Visit the Ingham GSC website at <http://www.InghamGreatStart.org>
for Agendas, Minutes, Meeting Calendars, the Ingham Children's Action Agenda and more.
Check out our Facebook Page at <http://www.facebook.com/InghamGreatStart>*