

Policy Council
GTB Benodjenh Center
Early Head Start/Head Start/GSRP/Child Care

2/12/2021

- **Sign in**
- **Review Previous Minutes**
- **Policy Council Member Update:**
 - Chair: VACANT
 - Vice Chair: VACANT (are there any suggestions or nominations for this position)
 - Recording Officer: Elsa Bustos
 - Parent Representative(s): Elsa Bustos
 - Community/Elder Representative: Deb Fox
 - Community Representative: Sean Cahill
 - Community Representative: Helen Cook
 - Tribal Council Liaison: Theresa Pelcher

- **Staff/Student Enrollment Update**
 - Classroom A: 10 enrolled students in-person**
 - Lead Teacher: Angeleia Gann
 - Assistant Teacher: Alejandra Castellanos
 - Classroom/ Bus Aide: VACANT

 - Classroom B: 10 students enrolled in-person**
 - Lead Teacher: Lisa Falk
 - Assistant Teacher: Alia Shaw
 - Classroom/Bus Aide: Delia Shawandase

 - Classroom C: 6 students enrolled**
 - Lead Teacher: Christine Newstead
 - Assistant Teacher: Amanda Maas
 - Classroom/Bus Aide: VACANT

 - Classroom D: 6 students enrolled**
 - Lead Teacher: Aimee McClellan
 - Assistant Teacher: Danielle Franco-Hernandez
 - Classroom/ Bus Aide: VACANT

 - Childcare: 5 children enrolled**
 - Caregiver: Francis Wanageshik
 - Caregiver: Victoria Chippewa

EHS Home Base Program: 7 families enrolled-several slots open

Home Visitor: Anne Kiogima

Home Visitor: VACANT

- **Recruitment & Enrollment:** we are required to recruit and enroll families and offer/provide virtual/at-home learning at this time.
- **2021-2022 Grant Application:** Application for budget period 06/01/2021-05/31/2022 is due by March 1st, 2021.
- **Budget Review:** Dawn S. *Trainings*
- **Community Needs Assessment:** new one due
- **Self-Assessment:** Near completion. Needs your review/approval when complete (needs to be uploaded w/grant application.)
- **Required & Miscellaneous Program Information**
Monthly Reports: Benodjenh Center Monthly Report, Credit Card Report with corresponding Budget Reports, Child and Adult Care Food Program (CACFP), Claim Status Report, Enrollment Report. Program Performance Summary Report.
- **We are working on updating our COVID response plans. They will be sent to you for approval.**
- **Professional Development Fridays will continue once able. During COVID staff has and will continue working on various trainings, webinars, and other staff development while working from home. (through: ECLKC, MiRegistry, MyPeers, TS Gold/Creative Curriculum, CACFP, ISD, Office of Head Start)**
- **We are still in search of new Policy Council members. If Sean, Helen, and Deb choose to stay with us, we need four parents to meet our 51% requirement of currently enrolled parents.**
- **Policy Council training will be completed once new Policy Council elected**
- **Next Parent Meeting will be 2/18/21 ?? (just waiting on Mental Health Consultant's availability for this month so she can present on the topic of Family Stress as it relates to COVID-19)**
- **Next Policy Council Meeting: 3/12/2021.**
******Building Maintenance and Cleaning Concerns:** Just as a heads up, we will be doing some thinking together about how we can keep children, families, and staff as healthy, safe, and comfortable as possible.

virtual binder/folder

Please feel free to email Trista, Leona, or Chelsea with any questions you may have.

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Leona.Burfield@gtbindians.com

ChelseaFink@gtbindians.com

**Policy Council
GTB Benodjenh Center
Early Head Start/Head Start/GSRP/Child Care**

1/12/2020

- **Sign in**
- **Review Previous Minutes**
- **Policy Council Member Update:**

Chair: **VACANT**

Vice Chair: **VACANT** (are there any suggestions or nominations for this position)

Recording Officer: **Elsa Bustos**

Parent Representative(s): **Elsa Bustos**

Community/Elder Representative: **Deb Fox**

Community Representative: **Sean Cahill**

Community Representative: **Helen Cook**

Tribal Council Liaison: **Theresa Pelcher**

- **Staff/Enrollment Update**

Classroom A: 10 enrolled students in person– 1 virtual

Lead Teacher: Angeleia Gann

Assistant Teacher: Alejandra Castellanos

Classroom Bus/Aide: VACANT

Classroom B: 10 students enrolled in person– 1 virtual

Lead Teacher: Lisa Falk

Assistant Teacher: Alia Shaw

Classroom Bus/Aide: Delia Shawandase

Classroom C: 6 students enrolled

Lead Teacher: Christine Newstead

Assistant Teacher: Amanda Mass

Classroom Bus/Aide: Michelle Madrigal-Perez

Classroom D: 6 students enrolled

Lead Teacher: Aimee McCellan

Assistant Teacher: Danielle Franco-Hernandez

Classroom Bus/Aide: VACANT

Childcare: ? children enrolled

Caregiver: Francis Wanageshik

Caregiver: Victoria Chippewa

Notes:

Our first day in person was yesterday (1.11.21).
Prescreening takes time to pickups and drop offs take a little longer.

With COVID, we are serving less students but have not "reduced" our class sizes. Less kiddos due to COVID safety and social distancing.

Class hours lessened to 9-3.

First day went well!

Meal time may need some adjustment.

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Trista.Erickson@gtbindians.com

Leona.Burfield@gtbindians.com

ChelseaFink@gtbindians.com

Monthly Report

DIVISION NAME: Little Spirit
PREPARED BY: Trista Erickson

MONTH/YEAR: January, 2021
DATE RECEIVED:

PROGRAM NUMBER: 230.3370, 230.3350, 230.5100, 230.5103, 230.6000,
PROGRAM NAME: HS/EHS, CCDF, ITC Tribal Home Visiting, ITC Healthy Start
PROGRAM TERM:

6/1/17-5/31/18 (HS/EHS) & 10/1/16-9/30/17, 4/1/18-3/30/19, 10/1/16-9/30/17????

TRIB/AL COUNCIL GOALS/OBJECTIVES:

To provide a holistic, safe, nurturing and learning environment for our children and families. Five-year plan is to have language immersion classes as part of the total learning program.

PROGRAM STAFFING UPDATES: The Benodjenh Center currently has 6 openings. There are 3 part time positions vacant, they are: 2 EHS Classroom/Bus Aides and 1 HS Classroom/Bus Aide, 3 full time positions are vacant, they are: the Benodjenh Center Director, 1 Early Head Start Home Visitor, and the Family Spirit Home Visitor. There were 2 other positions that were recently vacant, they are: the Bus Driver position which has been filled by Roger Sorna who will be getting recertified in his S-endorsement/CLD and the Bookkeeper/Assistant Director position in which the Recommendation of Hire documents for Daniel Stewart have been submitted.

GRANT UPDATES: There are concerns about the CCDF grants and the ITC Healthy Start grant. Department Manager will be working with OMB to clear up concerns. This grant is funded from 4.1.20-3.31.21. The Healthy Start Nurse position has now been filled. Nancy Burgess started on 1/25/2021.

TRAVEL/TRAINING/PRESENTATIONS/MEETINGS ATTENDED:

Jan. 1st -CLOSED for the New Year's Holiday

Jan. 4th -Full week's Food Distribution offered to all enrolled families

Jan. 5th -Reflective Supervision for Trista Erickson with Maggie Sprattmoran, Mental Health Consultant

Jan. 5th -Transition meeting with Gil Gonzalas and Manisha Tare

Jan. 7th-Benodjenh Center All Staff Meeting

Jan. 7th-Bookkeeper/Assistant Director & Bus Driver Interview

Jan. 11th – EHS/HS/GSRP in-person classes started

Jan. 11th-Update MI Safe Schools Start-COVID/Emergency Plans

Jan. 12th – Hearing & Vision screening

Jan. 12th – Policy Council @ 12

Jan. 13th- Meeting with Maggie Sprattmoran, Mental Health Consultant regarding the Benodjenh Center MTSS meeting

Jan. 14th – Staff Meeting

Jan. 14th – Parent Meeting @ 5:30

Jan. 14th – Management meeting with Maggie Sprattmoran, Mental Health Consultant

Jan. 15th – C. Kiogima Home Visitor's last day

Jan. 15th -Leelanau County Early Childhood MTSS meeting

Jan. 20th -Check-in meeting with Yvonne Donohoe-Mccool, TBAISD Early Childhood Director and Tracy Spincich, TBAISD Birth to 5 Coordinator regarding GSRP
Jan. 20th & Jan. 27th– Management meeting to work on Self-Assessment
Jan. 20th -Bookkeeper Interview
Jan. 20th-Taylor Kruk, TBAISD Speech Therapist here working with students with IEP's
Jan. 21st – Staff Meeting
Jan. 21st – Management Meeting with Mental Health Consultant
Jan. 22nd -Staff Meeting continued to finish working on crafting our Benodjenh Center Statement regarding who we are and what makes up special
Jan. 22nd – Anti-Bias Early Childhood Edu Training (Leona, Aimee, Angelia, Alejandra attended)
Jan. 25th-2020-2021 School Readiness Goals submitted to Joyce McClellan for the Grant Application
Jan. 25th-Classroom 'D' CANCELLED due to short staffing
Jan. 25th-Theresa O'Boyle, TBAISD/GSRP Early Childhood Specialist here for a visit with Trista Erickson and Classroom 'B'
Jan. 25th-School Readiness Planning Meeting with Nicolle Jones, ICF Early Childhood Specialist
Jan. 26th-Kayli Menig, TBAISD School social Worker here working with students with IEP's
Jan. 27th- Taylor Kruk, TBAISD Speech Therapist here working with students with IEP's
Jan. 27th – Fire Drill
Jan. 28th – MI Racial Equity Cohort (Leona & Alejandra participate)
Jan. 28th – Management meeting with Maggie Sprattmoran, Mental Health Consultant
Jan. 29th – Infant Mental Health Training, Interoception-The Eight Sense Training Information
Jan. 29th-Director Interview
Jan. 29th – N. Kiogima & J. McClellan last day

FOOD DISTRIBUTION: We began in-person learning on 1/11, so we were still providing the full week's food distribution to families on 1/4. We are currently operating face to face 3 days/week (M-W) and virtually 1 day/week (Friday). We provide and send home breakfast, lunch, and snack for each child every Wednesday during the afternoon bus drop off (1/13, 1/20, 1/27).

End of Month Enrollment (EOM) attached

CACFP claim attached (January not filed yet)

Credit Card Expenditures – Requisition & PO list from NWS attached

Financials attached



End-Of-Month Enrollment - January 2021

Total

<i>Total Reported Enrollment</i>	<i>Total Funded Enrollment</i>
39	83

Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Grant Status</i>
	Yes	Jan 31, 2021	20	35	Reported
Initially Reported:	On 02/01/2021 by Trista Erickson				
Last Updated:	On 02/01/2021 08:04:42 AM, EST by Trista Erickson				
Grantee Comments:	There are currently 20 children enrolled in Head Start with 10 in each Classroom. Due to COVID-19, we are serving less children. We will continue to recruit and enroll as safety guidelines permit.				

Early Head Start

	<i>Operated this month</i>	<i>Last day of services provided</i>	<i>Reported Enrollment</i>	<i>Funded Enrollment</i>	<i>Grant Status</i>
	Yes	Jan 31, 2021	19	48	Reported
Initially Reported:	On 02/01/2021 by Trista Erickson				
Last Updated:	On 02/01/2021 07:47:49 AM, EST by Trista Erickson				
Grantee Comments:	We currently have 12 children enrolled in our Early Head Start Center Base Program with 6 children in each classroom. There are 7 families enrolled in our Home Base Program. Due to COVID-19, we are serving less children in our EHS Center Base Program. We will continue to recruit and enroll as safety guidelines permit.				



Michigan Nutrition Data System
Michigan Department of Education

Child And Adult Care Food Program Claims System

Claim Status Report

MIND CACFP Claims **Claim Status Report** Reports User Management Help Logoff

MIND CACFP Claims Claim Status Report

Sponsor: GRAND TRAVERSE BAND OF OTTAWA & CHIPPEWA INDIANS

Fiscal Year: 2021

Claim Month: 01/2021

Claim Status Report for : January 2021

GRAND TRAVERSE BAND OF OTTAWA & (450000008)
CHIPPEWA INDIANS HEAD START
SUTTONS BAY MI 49682

1. ORIGINAL CLAIM - Child and Adult Care Food Program

PROCESS DATE: Feb 09, 2021

	Servings	Rate	Reimbursement	
Breakfast				
BREAKFAST A	347	1.8900	\$655.83	
Breakfast Reimbursement Total				\$655.83
Lunch				
LUNCH A	363	3.5100	\$1,274.13	
Lunch Reimbursement Total				\$1,274.13
Snack				
SNACK A	359	0.9600	\$344.64	
Snack Reimbursement Total				\$344.64
Cash-In-Lieu-Of Commodities Total				\$88.94
			Original Claim Reimbursement Total	\$2,363.54

B. Payment Summary For Claim Month :

Original Claim Reimbursement Total	\$2,363.54
Amended Claim(s) Reimbursement Total	\$0.00
Claim Reimbursement Total	\$2,363.54

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Vendor Inquiry - 10636 - FIFTH THIRD BANK

2 4

Vendor Name/Business fifth third

Number

Go

Vendors

10637 - FIFTH THIRD AUTO LEASE

10636 - FIFTH THIRD BANK

User Defined

Invoices

Receipt of Goods

Checks

1099 History

Purchase Orders

Requisitions

Contracts

Wire Transfers

13071 - FIFTH THIRD INSURANCE

18126 - FIFTH THIRD PROCESSING

Purchase Orders

From 01/01/2021 To 01/31/2021

#	Amount Expensed	Encumbered
Edt 0	\$0.00	\$0.00
Open 6	\$1,855.91	\$0.00
Complete 0	\$0.00	\$0.00
Total 6	\$1,855.91	\$0.00
Cancelled 0	\$0.00	\$0.00
Voided 0	\$0.00	\$0.00

Department: 4

Benedicten Benedicent

Status	Number	Description	Type	Q/L Date	Amount	Exp
Open	2021-00003247	Michigan Notary Service for New Term K. Warden	Standard	01/14/2021	\$123.65	
Open	2021-00003391	Sam's Club Benedicent	Standard	01/21/2021	\$1,280.12	
Open	2021-00003397	Teachers Pay Teachers Benedicent	Standard	01/21/2021	\$12.00	
Open	2021-00003426	Benedicent SenSafe	Standard	01/25/2021	\$96.93	

+ Elders Elders

Vendor Inquiry - 10636 - FIFTH THIRD BANK

Last Name/Business fifth third
Number

Go **Reset**

Vendors

- 10637 - FIFTH THIRD AUTO LEASING
- 10636 - FIFTH THIRD BANK
 - User Defined
 - Invoices
 - Receipt of Goods
 - Checks
 - 1099 History
 - Purchase Orders**
 - Requisitions
 - Contracts
 - Wire Transfers
- 13071 - FIFTH THIRD INSURANCE
- 18126 - FIFTH THIRD PROCESSING

Purchase Orders				
	#	Amount Expended	Encumbered	
Edits	0	\$0.00	\$0.00	\$0.00
Open	6	\$1,855.91	\$0.00	\$1,855.91
Complete	0	\$0.00	\$0.00	\$0.00
Total	6	\$1,855.91	\$0.00	\$1,855.91
Cancelled	0	\$0.00	\$0.00	\$0.00
Voided	0	\$0.00	\$0.00	\$0.00

Department	Purchase Orders					
Benodjenh Benodjenh	4					
Status	Number	Description	Type	D/L Date	Amount	Exp
Open	2021-00003247	Michigan Notary Service for New Term K. Worden	Standard	01/14/2021	\$123.65	
Open	2021-00003381	Sam's Club Benodjenh	Standard	01/21/2021	\$1,280.12	
Open	2021-00003287	Teachers Pay Teachers Benodjenh	Standard	01/21/2021	\$12.00	
Open	2021-00003426	Benodjenh ServSafe	Standard	01/25/2021	\$96.93	

+ Elders Elders

90CI010045

90CI010045 Grand Traverse Band of Ottawa and Chippewa Indians

Project Period: 06/01/2020-05/31/2025 (60 months) Current Budget Period: 01: 06/01/2020-05/31/2021 Annual Funding Month: June

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[Centers](#) [Center Status Reporting](#)

The purpose of OHS Center Status Reporting is to enhance OHS's ability to identify challenges grantees encounter during the COVID-19 pandemic.


Center Status Reporting

Grant	Month	Head Start		Early Head Start		Total		Status	Actions
		Reported	Center Slots	Reported	Center Slots	Reported	Center Slots		
90CI010045	Jan 2021	20	35	12	33	32	68	Reported	<ul style="list-style-type: none"> ▪ view ▪ download
90CI010045	Dec 2020	20	35	23	33	43	68	Reported	<ul style="list-style-type: none"> ▪ view ▪ download

For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays)


90CI010045 /Center Status Reporting - Jan 2021


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 [OHS Center Status Reporting - Guidance](#)
[OHS Center Status Reporting - Webinar \(Video\)](#)

Instructions

Download the template for the current reporting period. Enter the services provided on the last operational day of the month at each center and upload the document.

Prefilled Template:  [Center Status Report - Prefilled.xlsx](#)

Blank Template:  [Center Status Report - No Data.xlsx](#)

Center Status Report for Jan 2021:  [90CI010045 Center Status Reporting Jan 2021.xlsx](#) [Replace](#)

Last uploaded on 02/04/2021 11:27 AM, EST by Trista Erickson

Warnings

Program Type	Warnings
Early Head Start	The Total Center Slots does not match your Funded Enrollment for this month. Explanation: We are serving less children due to the COVID-19 pandemic.

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90CI010045

90CI010045 Grand Traverse Band of Ottawa and Chippewa Indians

Project Period: 06/01/2020-05/31/2025 (60 months) Current Budget Period: 01: 06/01/2020-05/31/2021 Annual Funding Month: June

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Centers Center Status Reporting

The purpose of OHS Center Status Reporting is to enhance OHS's ability to identify challenges grantees encounter during the COVID-19 pandemic.

Center Status Reporting

Grant	Month	Head Start		Early Head Start		Total		Status	Actions
		Reported	Center Slots	Reported	Center Slots	Reported	Center Slots		
90CI010045	Jan 2021							Not Reported	<ul style="list-style-type: none"> • view
90CI010045	Dec 2020	20	35	23	33	43	68	Reported	<ul style="list-style-type: none"> • view • download

For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays)

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[OHS Center Status Reporting - Webinar \(Video\)](#)

Instructions

Download the template for the current reporting period. Enter the services provided on the last operational day of the month at each center and upload the document.

Center Status Report for Dec 2020:

[90CI010045 Center Status Reporting Dec 2020.xlsx](#)

Last uploaded on 01/08/2021 04:25 PM, EST by Joyce McClellan

Warnings

Program Type	Warnings
Head Start	<p>The Total Center Slots does not match your Funded Enrollment for this month.</p> <p>Explanation: Funded for 35 slots, during the pandemic the program is serving 20 families virtually. When the program opens up to face to face, (1/11/21) it is safer to service fewer number of children. Recruitment is ongoing. The Total Center Slots does not match your Funded Enrollment for this month.</p>
Early Head Start	<p>Explanation: Presently the program is serving 12 EHS virtually, once we are open and when it becomes safer, the program will add 4 more EHS children in the Center Base Program. EHS Home Base program is underenrolled. Recruitment is on going.</p>

For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays)

