

HS Advisory Committee Meeting Minutes

January 13, 2015 @ Puget Sound ESD

1:30-2:30pm

Present: Joanne Seng, Jill Johnson, Grace Ssebugwawa, Maria Cruz, Lori Pittman, Claire Wilson

Lori gave a short explanation of how any why this committee was formed. As a result of the Federal Head Start review in 2014 the reviewers were concerned that the communication between the Early Learning Policy Council and PSESD Board was not strong enough. A solution was needed on how to address the out of compliance issues that came up during the HS Federal Review. An outside advisor suggested the formation of the HS Advisory Committee to improve the communication between Policy Council and the ESD Board.

The information that is discussed at HS Advisory Committee will go to the PSESD Board meeting later in January with recommendations noted.

How information is presented

- Policy Council, review and approve
- HS Advisory Committee, review and approve
- PSESD Board, review and approve

Maria Cruz had a question on the meetings that she would be involved with. Lori suggested a document be created that includes the ESD Board meetings, the EL Advisory Committee meetings, Policy Council Exec Board meetings and Policy Council meeting so that everyone is clear on what meetings they are being requested to attend.

Everyone introduced themselves.

Executive Summary Review – Shared Governance

I. 2014-15 EL PC Vice Co-Chairs and PSESD Board Liaisons

Grace Ssebugwawa and Maria Cruz will be introduced to the ESD Board

II. EL Sub-Contractor Approval

- a) Policy Council and PSESD Board approves any new sub-contractors,
 1. Family Child Care Provider, Sabrina Sandoval, Angles Kiddee Land Child Care.
- b) Committee members looked at PowerPoint. Lori asked if there were any questions from the PPT.
 1. Q: What is FCC?
A: Family Child Care Provider, in a licensed child care home.
 2. Q: Who is responsible for doing the site visits
A: Kristy Towers-Richmond, FCC Program Coordinator, did the required site visits
 3. This is a probationary contract and not guaranteed
 4. Provider will be reviewed regularly to be sure that all regulations are met
 5. FCC Providers serve ages 0-5

Recommendation from HS Advisory Board: These items were individually reviewed and approved as a whole by the HS Advisory Committee on Jan 13, 2015.

III. EL Program Reports

- a) Finance Reports – Lori explained that Policy Council is trying to get caught up on reports so that there are not so many to look at each month. Lori asked if there were questions:
1. Q: Jill asked about the expense items for Denise Louie
A: Denise Louie was a past sub-contractor of the ESD
 2. It was clarified that the Cottessmore in the reports is and Early Head Start provider at Oakland High School, not the Cottessmore in Gig Harbor who no longer has child care.
 3. Clarification: Peninsula SD in Gig Harbor has ECEAP at 3 sites
 4. Q: How do you know if totals are accurate?
A: Depending on what provider it is, and they type (FCC, SD, etc.) we know, by past history, if they are on track for where we are at in the year.
 5. Smaller programs are on direct deposit which was set up by the ESD.

Recommendation from HS Advisory Board: These items were individually reviewed and approved as a whole by the Advisory Council on Jan 13, 2015

IV. EL Program Self-Assessment

Informational only

V. EL Program Updates

The Office of Head Start is moving from a 3 year to a 5 year cycle of funding. These webinars are being held to give information about that process.

We have reserved rooms at the ESD for each of the webinars for ESD Board and Advisory Committee members who want to participate in the webinars. Committee and ESD Board members can also sign up and watch on their own. They will need to [register themselves](#), if they are joining outside of the ESD participation.

It was discussed if the advisory committee members should take part in the webinars and then recommend who from the Board would benefit from the webinars? If the information received from the webinars is pertinent it can be shared back to the whole board.

It was decided that Lori Pittman or Nubia Lopez will attend from the ESD and report back to the Advisory Committee if any more action is required. The webinars are often archived and can be viewed at a later date.

Other Items

A discussion was had about what documents at the ESD Board meetings will be translated that are unrelated to the Early Learning section. Since Maria had to leave the meeting early, this will be talked about after the first ESD Board meeting that Maria attends. Lori commented that Maria is not shy to let someone know if she feels she needs more information to be translated.