

# HS Advisory Committee Meeting Minutes

February 17, 2015 @ Puget Sound ESD

1:30-2:30pm

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

**Absent:** Claire Wilson

## Executive Summary Review – Shared Governance

### A. Early Learning Personnel Actions

- a. Policy Council has a process that talks about new hires
- b. Lori Pittman will bring to the next HS Advisory Committee meeting
- c. This item was reviewed and approved as a whole by the HS Advisory Committee and recommend full Board approval

### B. Early Learning Program Reports

#### a. Budget Reports

- i. Lori explained that the initial that are on the report are from Gene Gousie, the Operations Director
- ii. It signifies that he has reviewed and approved reports
- iii. Discussion was had about making the reports more user friendly for people who are not trained in reading fiscal reports.
- iv. More narrative instead of data, pie charts
- v. Joanne made that comment that this is more in-depth than what the ESD Board approves – this is more micro-managing
- vi. Lori is working on that with the Early Learning fiscal staff
- vii. Jill asked what the word Final means on the reports – Lori thinks it means that there is no more information to gather from centers. Lori will double check to be sure that is what it means.
- viii. Lori explained that the way PSESD is called Policy Governance which means that the ESD Board is responsible for creating policies that will keep the agency running smooth but it designates the day-to-day function to John Welch and the Assistant/Associate Superintendents .
- ix. Office of Head Start wants the ESD Board to oversee everything and look deeply at all aspects of the program
- x. This committee was formed and ESD by-laws were changed so that we are in compliance with what Office of Head Start is requiring
- xi. We are still trying to figure out how it will look

#### b. Non-Federal Share Report

- i. Most of this comes from in-kind from school districts for space, transportation and volunteers
- ii. Jill asked if the date that Policy Council reviews it could be put on report, Lori said that could be done
- iii. Some centers have lots of non-federal share and others (child care centers) don't have as much
- iv. As a program, we need to meet the bottom line to be in compliance
- v. Lori is looking at simplifying these reports also so that they can be understood by anyone
- vi. This item was reviewed and approved as a whole by the HS Advisory Committee and recommend full Board approval

