

# HS Advisory Committee Meeting Minutes

March 10, 2015 @ Puget Sound ESD

1:30-2:30pm

**Present:** Joanne Seng, Jill Johnson, Grace Ssebugwawa, Maria Cruz, Lori Pittman (by phone), Nubia Lopez

**Absent:** Claire Wilson

## Executive Summary Review – Shared Governance

### A. Early Learning Personnel Actions

- a. This item was reviewed and approved as a whole by the Head Start Advisory Committee on March 10, 2015 and recommend full Board approval.

### B. Early Learning Program Reports

#### a. Budget Reports

- i. Linda Donley joined the meeting to help explain budget reports
- ii. There were questions regarding the percentages on the totals, why some are over or under 100%.
- iii. It is important to pay attention to the total at the bottom to see if it equals 100%
- iv. FY14 Expansion grant was underspent. Funds that were allocated for playgrounds were not spent before the designated timeline. All underspent federal funds are returned to Region X. PSESD has requested the underspent funds be carried over into FY15. If Region X does not approve, they keep the funds. Region X has authority to allocate any or all underspent funds to our program or other programs within the region.
- v. ECEAP is at 35% for FY15. Linda explained that centers have 45 days to get turn in their expenditures, so the budget reports will always be a little behind.
- vi. Kent SD and Vashon SD have not turned in expenditures to date. Linda reported that they have been reminded.
- vii. FY15 reports all look fine

#### b. Non-Federal Share Report

- i. No questions

#### c. Procurement Report

- i. Question was asked why procurement cards are used.
- ii. They are used for items that are not covered by purchase orders

#### d. Enrollment/Attendance Reports

- i. As the year progresses, there should be less vacancies vs start up centers/sites
- ii. Q: Are there concerns for the centers that have vacancies over 30 days  
A: Yes, we are working with centers to be sure that they have adequate wait lists so they do not have vacancies for then 30 days
- iii. Jan 15 Enrollment HS/EHS – there are issues at Bellevue Ardmore with large vacancy rate and Educare also. Both are full day sites and they are having issues with Working Connections Child Care subsidies which provided continuity of care and are required as part of full day/full year programs DSHS is asking parents to report 5-10 times a month and is causing issues with their child care subsidy. This is being addressed with DEL, who is responsible for Child Care policy while DSHS is responsible for implementation and eligibility.
- iv. Attendance – looked at November
- v. Attendance accounts for kids that are currently attending or have a pre-planned excuse

- vi. These reports are at the classroom level and not center level. That is why there are so many of them.
- vii. A question was asked about consecutive absences and Nathalie said that a report could be run to track this if it would be helpful. Lori noted that the PSESD Family Support Coordinators are responsible for monitoring and supporting consecutive child absences.
- viii. Monitors are looking at individual children when there is low attendance.
  - ix. HS/EHS – where % is over 100%, it means that the center is over enrolled, which is a common practice with full day/full year programs.
  - x. These items were reviewed and approved as a whole by the Head Start Advisory Committee on March 10, 2015 and recommend full Board approval.

### **C. USDA and Food Service**

- a. Reviewed the meals served through our USDA program
- b. Menus were not included in the Executive Summary.
- c. Maria reported that at Policy Council the group discussing this topic reviewed all of the menus.
- d. This shows the reimbursement for the centers that are on the ESD USDA contract. Not all centers participate.
- e. These items were reviewed and approved as a whole by the Head Start Advisory Committee on March 10, 2015 and recommend full Board approval.

### **D. Early Learning Program Updates**

#### **a. Self-Assessment Methodology**

- i. Nathalie gave an update on the method for Self-Assessment this year
- ii. It is our annual process to find out how our program is doing
- iii. We collect data from center staff, parents/families, and ESD staff
- iv. Worked with BERK, an outside agency, to help us develop the methodology for this year
- v. Maria spoke of her involvement with the committee to help develop the methodology. It has helped her to understand why we ask for the information that we do from our parents/families. Her involvement in Head Start has changed her life.
- vi. Nathalie went through PPT slides
- vii. Jill asked if Board Members could attend a session. The answer is yes!
- viii. More information can be found on the Early Learning [website](#). Follow the links for Self-Assessment info.
- ix. Grace commented that the Self-Assessment in the past has not had good parent participation and she feels that this method will hopefully encourage parents to participate either by taking the survey or attending a community event, to give their input.

#### **b. Community Complaint Policy**

- i. This policy gets updated every year.
- ii. Policy Council members reviewed and gave their input on changes to be made.
- iii. These changes will be brought for approval at the March Policy Council meeting.

### **E. Policy Council**

- a. Committee reviewed Policy Council webpage

### **F. Correspondence**

- a. The 3 documents were reviewed.
- b. No questions