

HS Advisory Committee Meeting Minutes

April 7, 2015 @ Puget Sound ESD

2:00-3:05pm

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

Absent: Jill Johnson, Excused

Reflections on March Meetings

A. Nothing for the Head Start Advisory Committee

B. ESD Board Meeting

- i. The changes requested to the financial reports were made so that the reports are clearer to both the Board and Policy Council members.

Executive Summary Review – Shared Governance

A. Early Learning Personnel Actions

- a. Reviewed the personnel actions PPT
- b. These items were reviewed and approved as a whole by the Head Start Advisory Committee on April 7, 2015 and recommend full Board approval.

B. Early Learning Program Reports

a. Finance Reports

- a. What does the red and blue mean on the different reports?
- b. Lori will find out and report back
- c. Changes to Finance Reports
 1. *Date Report Ran* was added
 2. *Funds Expended As of (date)* was changed to include date

b. Non-Federal Share Report

- a. No questions

c. Procurement Report

- a. No questions

d. Disability Enrollment

- a. Disability enrollment is still below 10%
- b. Lori reported that it is a concern and has been reported to Region X as part of the enrollment report we are required to give Region X.
- c. It is not a formal compliance issue at this time
- d. ECEAP does not have the 10% requirement in their performance standards
- e. Grace wondered if parents may resist help in fear that their child will be labeled different
- f. Early Learning staff cannot refer a child without the parent's consent
- g. Sometime parents may be waiting for staff to notice and give help rather than seeking out that help by themselves
- h. Early Learning staff are trained to support parents in these situations

e. Enrollment Reports

- a. No questions

f. Attendance Reports

- a. These reports are always one month behind
- b. Information may have changed since report was run

These items were reviewed and approved as a whole by the Head Start Advisory Committee on April 7, 2015 and recommend full Board approval.

C. Early Learning Program Updates

a. Program Monitoring

- a. Lori will send Joanne more talking points on Immunizations, the screening process and timelines
- b. Grace asked how centers ensure that homeless children are getting the opportunity to be immunized against infectious diseases.
- c. Lori explained the if a homeless child is not immunized, they would not be allowed to attend class until they were immunized, but that family support staff would have a plan to help the family to find a doctor to get the child up to date on their immunizations (see [Immunization Requirements Procedure](#))
- d. If a child shows signs of illness, they are sent home to protect themselves and others
- e. If they have a medical reason for not being immunized, they will be excluded from class if they show signs of illness. This would be an excused absence. If the absence is going to be long, the child might be un-enrolled during that time, but put at the top of the list to return to class once they are well enough.
- f. The State law states that we cannot force them to be immunized if they have religious or medical reasons but they cannot attend class if they show signs of illness.

These items were reviewed by the Head Start Advisory Committee on April 7, 2015.

D. Policy Council

a. Leading with Equity

- a. This is part of the ESD commitment to do racial equity training with the parents
- b. More trainings will be made available to parents

b. Data Principles

- a. When information is brought to Policy Council, these are the principles that we are asking EL Leadership to follow so that the information that is presented is relevant

c. Exec Board position filled

- a. Head Start Member at Large – Dana Clark

These items were reviewed by the Head Start Advisory Committee on April 7, 2015.

E. Correspondence

- a. Notice or Award letter for the Early Head Start-Child Care Partnership grant was reviewed

This item was reviewed by the Head Start Advisory Committee on April 7, 2015.

F. Other Topics/Discussions

- a. Joanne brought up that since all documents and issues are thoroughly discussed at Policy Council, and she is present at Policy Council, should the Board have to go through the same material just as thoroughly?
- b. Lori reminded that the Advisory Committee was put in place to protect the ESD so when we get reviewed we are in line with what the Office of Head Start is looking for
- c. Joanne also mentioned that she is impressed with the skills that the parents exhibit at Policy Council in looking at reports and recommending any changes or improvements
- d. How can we assure the OHS and Region X that we are doing what needs to be done with fidelity and that fits with the system they have in place?

- e.** In our finding, the reviewers noted that they did not see enough direct contact between Head Start and the ESD Board, which was why the Advisory Committee was formed
- f.** Maybe going forward, after reflection on how this format has worked, we might decide to change the format, perhaps into something done quarterly instead of monthly
- g.** Now that Policy Council has caught up on reports, these meetings should be shorter
- h.** Lori was wondering if there should be a conversation about how the ESD Board members that have more questions can get more information if they feel they need more time than what is allotted at Board meetings
- i.** Can emails be sent and discuss at Advisory Committee meetings?
- j.** Joanne pointed out that Board members are welcome to attend any of these meetings that they choose if they would like more information or want to be more involved