

HS Advisory Committee Meeting Minutes

May 5, 2015 @ Puget Sound ESD

1:30-2:40pm

Present: Jill Johnson, Claire Wilson, Maria Cruz, Lori Pittman

Absent: Joanne Seng, Grace Ssebugwawa

Luba Bezborodnikova will not be able to attend the ESD Board meeting on May 20th so a decision will need to be made on whether Lori needs to attend.

Executive Summary Review – Shared Governance

A. Early Learning Personnel Actions

- a. No Personnel Actions were discussed at April 18 Policy Council meeting

B. Early Learning Program Reports

- a. All program reports were tables at the April 28 Policy Council meeting and will be presented at the May 19 Policy Council meeting.

C. Early Learning Program Policies

a. Community Feedback and Complaint Policy

- a. This is the one policy that the Policy Council has operational responsibility for. This policy is generated and updated by Policy Council and then approved. After policy development and approval Policy Council then asks for the ESD Board approval.
- b. The Policy Council generates this policy
- c. What was changed at the April 28 Policy Council meeting shows up in red on the linked document
- d. This policy also includes procedures
- e. Lori believes that there could be questions from newer Board members
- f. Jill feels confident that she understands it to field questions
- g. We have a set of Early Learning policies, some mirror the ESD policies, but some are program specific

This item was reviewed and approved as a whole by the Head Start Advisory Committee and recommend full Board approval.

D. Program Updates

a. 2015-16 Policy Council calendar of meetings for 2015-16

- a. John Welch had requested a list of the 2015-16 Policy Council meetings so that Board members who wanted to attend could plan to attend
- b. There are also informational meetings that happen. Lori will have those dates available to the Board by the August ESD Board retreat.

b. Findings from Head Start 187 grant review

- a. Reviewed PPT slides that were presented at the Policy Council meeting April 28
- b. With the new 5 year grant cycle, the reviews that will be happening will be much smaller than what we have experienced in the past
- c. There were no deficiencies, 1 non-compliance and 2 concerns
- d. Non-compliance issue was from a school district had already hired a staff person and moved them into a Head Start position but could not produce the initial background check for the reviewer
 1. the sub-contractor followed school district policy and not Head Start policy

2. Head Start policy states that you cannot hire staff until the background check has cleared
3. Jill asked if updated background checks are ever required of current staff.
4. Lori answered that if some information comes to light that may raise questions it may be requested at that time. Not common though.
- e. Concerns were no emergency light in one portable and health & safety checklists were not complete or meeting expectation
- f. This was just the notification from Region X, the specifics will follow at a later date and we will need to do a plan of corrective action.
- g. No penalty to the ESD.
- h. If the non-compliance is not corrected according to the timeline, then it could become a deficiency.
- i. These were sub-contracts that are part of the HS 187 grant, which some of them are new to offering Head Start services
- j. A report out will follow as soon as we hear more from Region X

These items were reviewed by the Head Start Advisory Committee on May 5, 2015.

E. Policy Council

- a. Highlight is that Policy Council was involved in Racial and Equity training for the 2nd month in a row
- b. At least one other training will be provided outside of the Policy Council meeting at the request of the parents
- c. Jill encouraged Maria to share her experience at the Board meeting in participating in this training
- d. There was a discussion on whether the whole PowerPoint needed to be linked here
- e. Jill thought it would be a good idea for the Board to see the whole PPT
- f. This shows how much that Policy Council covers in their monthly meetings

These items were reviewed by the Head Start Advisory Committee on May 5, 2015.

F. Correspondence

- a. Region X EHS-CC Partnership grand guidance letter was reviewed
- b. We are not applying for any additional money
- c. This is just letting the Board know that we received this letter

This item was reviewed by the Head Start Advisory Committee on May 5, 2015.

G. Other Topics/Discussions

- a. Maria sometimes feels that she cannot speak up at the Board meetings because there is always so much to talk about on the Agenda that it seems overwhelming at times
- b. Lori, Claire and Jill strongly encouraged Maria to speak up and ask questions if she is not understanding something or needs them to slow down
- c. Jill stated that the Board members want feedback from the parents that attend the Board meetings
- d. Maria and Grace represent the parents in the Early Learning programs
- e. Lori commented that the ESD Board meetings feel more business-like with a lot of items on the agenda
- f. Jill added that the parents voice is just as important as the Board members voice at the Board meetings

- g.** In fact the Board has been wondering why they don't have more participation of other parents/students that we serve in our many programs, not just Early Learning