

HS Advisory Committee Meeting Minutes

June 2, 2015 @ Puget Sound ESD

1:30-2:30pm

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

Absent: Claire Wilson

Executive Summary Review – Shared Governance

A. Early Learning Personnel Actions

- Reviewed Personnel Actions presented at Policy Council May 19th
- Policy Council Exec board makes sure that all steps have followed
- Jobs cannot be offered until background check and fingerprints are cleared
- ECEAP can hire staff that don't meet qualifications if they are on a career ladder, Head Start cannot

This item was reviewed and approved as a whole by the HS Advisory Committee on June 2, 2015 and recommend full Board Approval

B. Early Learning Program Reports

- Finance Reports
 - Board members are getting used to the format and so it is going more smoothly
 - Head Start
 - Funds cannot be carried over into the next grant year, on occasions carry over requests may be made and maybe approved.
 - If funds are not spent as the end of the grant year gets closer, fiscal/leadership will look at areas where there is a large amount that has not been spent and can be moved to other areas
 - Head Start funds must be spent by Oct 31
 - ECEAP funds must be spent by June 30
 - Early Head Start
 - Parent funds have not been used at all in EHS, Lori thinks it may be a miscoded. She will investigate.
 - Policy Council is overspent by \$900 and funds will need to be moved from other areas to cover this
 - Expansion grant 187
 - Shoreline has not billed since December
 - Fiscal staff will contact sites if they have not put in invoices
 - Lori thinks it might be 60 or 90 days for centers to get their invoices in, she will double check
 - Sometime School Districts take longer because of their in house billing systems
 - School Districts and Colleges are usually the ones that don't bill on time
 - KYFS has caught up their billing
 - ECEAP
 - USDA – are they on the same cycle as the ECEAP grant? Lori will check out.

- Peer Programs has overspent by \$9000. They had more parents from ECEAP participating this year, which is a good thing.
 - Money can be moved around to cover this amount
 - Auburn SD is behind. Lori says they are always behind.
 - Northshore is behind
 - TCC is behind
 - YMCA is behind
 - ECEAP has until August to close out the grant
- Expended by grants report –
 - This is a report that the Board had asked for and the advisory committee really likes and appreciates this report.
- Procurement Card Report
 - Everything in this report is accounted for in the bigger program/grant budgets
 - This report came into being because of a Head Start Director that was using his Head Start procurement card fraudulently to pay for personal travel
 - The requirement for report to be reviewed by PC and the governing board is to alert of fraudulent charges. PSESD checks and balance are strident and protect this from happening.
 - Policy Council is trained to look and see unusual charges
- Attendance
 - ECEAP
 - Attendance is doing well
 - PC parents voted last year to raise the attendance level to 90% within the Early Learning programs
 - All ECEAP sites for Jan/Feb were at 90% or above
 - Head Start/Early Head Start
 - Some centers show a percentage over 100%. The reason some sites show as over 100% is because they are over enrolled.
 - Jan/Feb are all at 90% and above
- Enrollment
 - ECEAP
 - March – No site has more than 3 vacancies
 - CCR Wellspring is having trouble with accepting homeless families due to the requirements for subsidized child care. We are working with Department of Early Learning and Region 10 child care in order to braid homeless child care with ECEAP so that children are served.
 - April – No site has more than 3 vacancies
 - Head Start/Early Head Start
 - March – Bellevue Ardmore has not been fully enrolled for quite a while, they are on a plan
 - Educare – families with preschoolers are having trouble with childcare subsidies (this will be address in Governance section below)
 - Cottesmore – trouble with childcare subsidies
 - April – Bellevue Ardmore is off the list

- FCC has some differences because they are treated as one big center and not individual

Colors on reports indicate:

Purple – Head Start 187 expansion grant

Blue – EHS

- ★ When an enrollment slot is open for more than 30 days, an improvement plan is written and is followed up on until the sub-contractor has come back into compliance.
- ★ Recruitment may be a reason why some sites are out of compliance.
- ★ Each center must submit a recruitment plan every year that is reviewed and approved.

These items were reviewed and approved as a whole by the Head Start Advisory Committee on June 2, 2015 and recommend full Board Approval

C. Early Learning Program Policies

- No policies were discussed at the May 19th Policy Council meeting

D. Early Learning Program Governance

- Approval of 18 FD slots at Educare to PD slots and move those 18 PD slots to Hilltop, convert the available classroom at Educare into 2 rooms to serve 16 new infants and toddlers.
- Moved to Hilltop because they have been underserved (based on Community Needs Assessment)
- Hilltop has one classroom now with a significant waitlist
- Educare has been under-enrolled in the preschool wing fairly consistently since opening
- Infants-toddler slots have a significant waitlist – funding for the new infant-toddler EHS will be through the Early Head Start-Child Care Partnership grant, which is an 18 month grant

This item was reviewed and approved as a whole by the Head Start Advisory Committee on June 2, 2015 and recommend full Board Approval.

E. Program Updates

- ECEAP Expansion
 - Proposal was just submitted for ECEAP expansion
 - ESD has applied for 112 new part-day slots and 216 Full Day slots

F. Policy Council

- Full PowerPoint is included for Board members that may want the information
- There's a couple policy institute dates during the summer, Lori will provide those dates to Jill and Joanne to pass along to the Board if they would like to attend

G. Correspondence

- No correspondence presented at May 19, 2015 Policy Council meeting

H. Other Topics/Discussions

- State shut down – could delay ECEAP money and center/site staff, PSESD has funds to support services for at least a month, if there was an extended state government shut-down there may be temporary lay-offs for a short period of time until the state budget is approved. The state will fund retroactively if there is a shut down.