

HS Advisory Committee

11-2-15

1:30-2:45

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

By Phone: Jill Johnson

Absent: Grace Ssebugwawo

Executive Summary Review

A. Personnel Actions

- None presented to Policy Council for October 2015
- There will be many approved at the November Policy Council meeting and brought forward for the December Advisory and Board meetings
- This can vary from month to month

B. Program Reports

- Finance Reports
 - **Sept EHS**
 - USDA - the \$67,750 expense is to be reimbursed from USDA
 - We purchase food that is USDA approved, we bill USDA per child, and eventually it will be reimbursed. It sometimes take a while, that is why there is an overage
 - The \$5000 budgeted is there in case there is a need to buy food that is not reimbursable under USDA regulations
 - Policy Council - this shows more EHS parents participated than was budgeted for
 - We will need to move money from an underspent line item to cover the overages
 - **EHS-CCP Partnerships**
 - Some centers have not billed
 - Some centers have not implemented EHS services
 - The larger the sub-contractor the longer it takes them to submit claims for reimbursement (example: Colleges, School Districts, etc.)
 - We are in contact them encouraging them to bill and/or understanding why there has been no billing
 - **Head Start**
 - Educare has gone over their EHS/HS available funds, what happens? Overages will be covered by other streams of funding for Educare.
 - Some centers will be underspent and some will be overspent and they will balance each other out
 - We are working to strengthen our system to minimize underspending and overspending
 - We must remember the budget is a guide and it may very well look different at the end of the year

- We have an outside consultant that is working on fiscal procedures for ESD internal and external sub-contractors
 - We will be bringing in trainers working on how we provide technical assistance for our sub-contractors with the implementation of the Super Circular. We will invite the Board advisory committee members, Policy Council will also receive training and updates.
 - **HS Expansion**
 - We are underspent in a few areas
 - Shoreline and Tukwila are behind in sending in their claims
 - **ECEAP**
 - There is no budget yet from DEL so we do not have current reports but do have authorization to provide services
- Attendance
 - No attendance reports were submitted
- Enrollment
 - ECEAP
 - No questions
 - Why is Auburn a different color?
 - We think because it was just a formatting error, Lori will clarify.
 - HS/EHS reports was not ready to be submitted to Policy Council
- Procurement Card Report
 - No questions

These items were reviewed and approved as a whole by the HS Advisory Committee on Nov 3, 2015 and recommend full Board approval.

C. Program Policies

- Budget Revision and Emergency Grant Application
 - Should this say that it also needs to be approved by ESD Governing Body (Board)?
 - Add this statement to the end of the first sentence.....and submitted to the ESD governing board for approval
 - Annual budgets and grant applications must be approved by the ESD Board
 - Send this back to the Policy Council to include the new language at November Policy Council meeting on Nov 22 to be approved
 - Should be noted on the policy: *Pending PC approval on 11/22*
 - Lori will make changes and make this change: Approved by: Pending approval by PC November 22, 2015
- Equity, Inclusion, and Classroom Celebration
 - name change from Diversity and Classroom Celebration as suggested by the parents

- Fundraising
 - Hiring and Staff Qualifications
 - Parent Funds
 - Pesticide (new policy)
 - Pesticide Policy is new because of new requirements from the State.
 - We need to align with the State law.
 - School Districts have the same policy around pesticide notification.
 - Procurement and Inventory
 - Research
 - Does the Board also need to approve research proposals? No.
 - Transportation
 - Travel
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- There was a discussion on whether any of the changes to the policies were significant and if the Board needed to look at what the changes were to each individual policy.
 - Joanne was present at the policy institute where the parents break into small groups and look over the policies. She feels that this is the appropriate place where the changes and updates to policies should be discussed and not at the Board meeting. The Board's role is to review and approve unless there is a concern. If there is a Board concern, the approval would be tabled and the policy with stated concerns sent back to Policy Council.
 - Since Joanne attended Policy Council she would be able to answer any questions that may come up by Board members
 - Lori will provide Joanne and Jill with a short recap on what the changes were on each policy so that Joanne and Jill would be able to address any questions from the Board members

These items were reviewed and approved as a whole by the HS Advisory Committee on Nov 3, 2015 and recommend full Board approval.

D. Governance

- Minor updates made the Policy Council By-Laws
- Lori will prepare a brief summary for Joanne and Jill about what the changes were in case there are questions by the Board.

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E. Re-competition – Informational only

- Included PowerPoint that was already presented to the Board
- More re-competition information will also come to the Board in a separate Executive Summary

F. Policy Council – informational only

- PowerPoint of the October meeting for those Board members who may want to review it