

HS Advisory Committee

10/15/15

4-5pm

By Phone: Lori Pittman, Jill Johnson, Joanne Seng

Items in the October Executive Summary were discussed at Policy Council meeting Oct 13 with these members in attendance: Grace Ssebugwawo, Maria Cruz, Joanne Seng

Grace and Maria also reviewed the EL Executive Summary on Oct 15th

Executive Summary Review – Shared Governance

The regularly scheduled HS Advisory Committee meeting on Oct 6 was cancelled due to the Meet and Greet with the candidates for the Associate Superintendent of Early Learning position.

The items in the Executive Summary were presented at the Oct 13, 2015 Policy Council meeting where Joanne, Grace and Maria were present. A phone meeting was held on Oct 15 with Lori Pittman and Jill Johnson to review the Executive Summary.

A. Personnel Actions

- a. These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 15, 2015 and recommend full Board approval.

B. Program Reports

- a. Jill had a question on the August Early Head Start finance report regarding the USDA and Policy Council line items. The budget amount was lower than the spent amount.
- b. Lori will get clarification from Linda Donley and Mallory Sashko in fiscal. Lori emailed the response to the EL Governance Advisory Committee. The USDA claims are reimbursable and the budget shows the outstanding claims. The \$5000 is for items that are not eligible for reimbursement.
- c. Joanne commented that the attendance reports looked quite positive.
- d. Joanne and Lori both commented on how involved and welcomed the parents from WCCW (Washington Correction Center for Women) are at Policy Council.
- e. These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 15, 2015 and recommend full Board approval.

C. Program Policies

- a. Head Start requires that we have a review cycle so we needed to add the Policy Development and Review Policy to our Early Learning Program Manual (ELPM).
- b. Policy was reviewed with no questions from this committee.
- c. These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 15, 2015 and recommend full Board approval.

D. Program Governance

- a. Early Head Start Child Care Partnership balance of funds amendment.
 - i. This is a six month update on where we are at with this particular grant.

- ii. These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 15, 2015 and recommend full Board approval.
- b. Policy Council Rep Selection, the procedures, forms and section of the Policy Council By-Laws that outline selection and election of PC members was reviewed.
- c. These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 15, 2015 and recommend full Board approval.

E. Program Updates – Informational only

- a. Head Start grant 187 will undergo a monitoring review for Comprehensive Services and School Readiness monitoring review notice for week of Nov 16.

F. Policy Council – Informational only

- a. PowerPoint from September Policy Council meeting was reviewed

G. Correspondence – Informational only

- a. Monitoring review letter from Danya for Head Start grant 187
- b. Lori reviewed letter with committee