

HS Advisory Committee

10/10/16

Attending: Lori Pittman, Kay Lancaster, Jill Johnson

Absent: Joanne Seng, Carolyn Solitaire

Since there is not a quorum for voting, Lori will send the Executive Summary to absent members and request their questions, feedback and approval by email.

Personnel Actions

- More staff being hired this time of year
- All new hires are reviewed by PC Exec Board and included parents in the interview process

This item was reviewed and approved as a whole by the Head Start Advisory Committee on Oct 10, 2016 and recommend full Board approval.

Program Reports

Fiscal – June 2016

EHS – closed 6/30/16

- PC was concerned that it was over budget
- Lori explained that there were subsidy dollars that paid for the overage
- Kay, Donna Andrews and Jaymie Roswell met with Assistant Superintendent at WCCW and discussed strategies for working with community around “recruitment” (arresting officers and prosecuting attorneys) at WCCW

EHS-CCP - Closed 8/31/16

- No questions

ECEAP – closed 6/30/16

- Green River Montessori – behind on sending in claims, fiscal team working with them
- Franklin Pierce – Report does not show any claims since February – fiscal team working with them
- Next report should show that everyone has done a final submission and be a final report

HS 104 – closed 6/30/16

- Next report should show that everyone has done a final submission and be a final report

HS Expansion (187)

- Peer Programs has gone over – budget is not adequate and working to review past year expenditures and adjust the budget to be more reflective of the growth over the last couple off years.
- The overage was addressed with program funds and is due to an increase in participation.

Fiscal – July 2016

EHS-104

- No Questions

EHS-412

- No questions

EHS-CCP

- No questions

ECEAP – 2015-16

- Working with GR Montessori on late claims and reports
- Tacoma SD – May

- Enumclaw – June
- As of today all have been finalized except GR Montessori

ECEAP – 16/17

- No questions

HS – 104

- All finalized except Franklin Pierce, we have now received their final claim
- Educare and FCC were over budget, this report does not include subsidy dollars and that is how the cost were covered.

HS-412

- Fiscal staff working with MKK on what can and cannot be billed – at 23%
- Still negotiating contracts and budgeted/contracted numbers may be revised

HS-187

- No questions

In-Kind

June

EHS – In-Kind

- We asked for and received a waiver but we reached our goal

EHS-CCP

- We asked for and received a waiver

HS-104

- At 98% - have waiver in place

HS187 – June

- At 22.31% and we have a waiver in place

July

EHS-CCP

- High because some if it has been waived, which lowered percentage

HS-104

- No questions

HS 187

- At 39%, we have waiver from Region X

Procurement Card

- No questions

Enrollment & Attendance

- No Enrollment or Attendance was presented at Policy Council 9/20.
- No questions

These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 10, 2016 and recommend full Board approval.

Program Policies

- Parent Participation Reimbursement Policy
- Child Abuse & Neglect Policy
- Physical Activity

These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 10, 2016 and recommend full Board approval.

Potential EHS-CCP sub-contractors

Seeking approval for 3 new subcontractors

Lighthouse Child Development Center – Auburn

Kay explained the process that has been happening on the contract for Lighthouse.

Decca Calloway, ESD Manager for EHS-CCP, is on the board for Lighthouse. Lighthouse is using the space that ACAP previously used. Decca Calloway and Donna Andrews had been looking for an agency to sub-contract with and they did not find any other agencies that wanted to contract for EHS-CCP slots in the Auburn area, where there is high need. PSESD has a draft contract with Lighthouse that recuses Decca and any family member from having any decision making ability with Lighthouse in regards to the EHS-CCP contract. Decca would not be the contract manager for Lighthouse, it would be with Donna Andrews. AYR currently has childcare license but that will transfer to Lighthouse once they have completed the licensing process. Has not gone to PC yet, will on Oct 18th. Region X is aware of the situation and is supportive due to the contract and provision recuse. Lighthouse will serve 11 infants and/or toddlers. Contract will be linked to the Executive Summary for Board review.

Young Minds Development Academy - Seattle

Decca and Donna have been working with center using their assessment tool. Will serve 4 infants and/or toddlers in this partnership. This location is in the Skyway area, we have a high need in this community. Again, this will be on the PC agenda for approval on Oct 18th.

Little Impressions – Lakewood

Decca and Donna have been working with center using their assessment tool. Will serve 4 infants and/or toddlers in this partnership. This location is in the Lakewood, we have a high need in this community. Again, this will be on the PC agenda for approval on Oct 18th.

Policy Council By-laws

- Recommendation from PC Exec Board – each contractor have at least 1 rep from each funding source, 2 reps if they only have 1 funding stream, more for centers that have multiple sites, if they have parent interest. All have a minimum of 2. More equitable and more manageable.
- PC Notice and Verification Form
- PC Representative Selection Procedure – approved every year
- Parents can serve up to 5 years with currently enrolled child and 2 years without currently enrolled child for EHS/HS per the new performance standards

These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 10, 2016 and recommend full Board approval.

School Readiness and Five-Year Goals

- Kay will do presentation to the ESD Board

These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 10, 2016 and recommend full Board approval.

ERSEA Training

- Lori shared the ERSEA training power point that will be used at the Board meeting to support the annual ERSEA Training