



## Early Learning Center Directors Meeting

Nov 17, 2016 – 1pm to 4pm

Cedar/Duwamish/Nisqually conference rooms

AGENDA		
Time	Topic	Presenter
1:00-2:30	Leading with Race	Melia LaCour, Julie Rolling
2:30-2:45	Break	
2:45-3:30	Reflections, Framing for future CD meetings. Topics, Resources/Requests for Support	Talena Dixon/Verda Lofton
3:30-4:00	Updates	Talena Dixon/PSESD Staff

### Updates:

#### ECEAP Under-Enrollment

We have been informed by DEL that on November 30, they will re-capture any slots that have not been filled since the beginning of the school year. We've connected with Center Directors for whom this applies to and we're working together with them to get those slots filled and/or transfer the slots to another one of their sites. In the event that the slots cannot be filled, we will be looking for other subcontractors who can take the slots on a temporary (this school year) or permanent basis. If we don't fill the slots within the PSESD service area, the slots will go to DEL and will not be returned to PSESD which means a loss of services for children and families in our area. We ask that you consider if you can take any slots at all. You can add 1 or 2 slots to an existing classroom to go up to 20 if your classroom size permits. We may also have a need to add a full classroom. **Please contact Talena right away if there is any possibility that you can take slots.** Once we hear from all of you, we'll be working through a process to prioritize placement of the available slots.

#### Head Start 412 Contracts

As we are completing our funding work for our new Head Start grant, we are also working diligently to get contracts out to all of you. If you have questions regarding the estimated date that your contract will be finalized, please connect with Linda Donley ([Ldonley@psed.org](mailto:Ldonley@psed.org)) or Talena Dixon ([Tdixon@psed.org](mailto:Tdixon@psed.org)). Thank you for your ongoing patience!

#### ECEAP Operating Budgets

We've received some further clarification from DEL regarding the Operating Budgets that you've been submitting to us. Please connect with Talena during the break today for a very short conversation. As well, please watch for an urgent email tomorrow with further instructions.

#### Annual Health Training

Sr. Health Coordinators will be contacting Center Directors over the next week regarding staff who either did not attend the Annual Health Training and/or complete the online medication administration training. At this time we do not have the capacity to offer any make up training sessions. Staff who did not complete the 2-step process (online training/face to face training) are not permitted to administer medications. Center Directors need to ensure there is staff onsite who have completed the 2-step process and are approved to administer medications. If you have any additional questions, please contact your Sr. Health Coordinator.

### Next Meeting:

Dec 15, 2016 - 9am to 2pm