

Center Director meeting

Thursday, Oct 18, 2018

1pm to 4pm

Renton ESD

Setting the Stage – Kay

PC Parents and Peer Program Leaders attending:

- Teela Lanchester
- Liz Rhonemus
- David Yeisley

Melissa Russell – new MH Consultant

Early Learning Outcomes Framework Online Class – showed online video

Federal Review: Backward Timeline - Talena

Action Items for CD

- Online courses (2) before the review
- Eligibility Self-Audit-Checklists
- Class Profile – needs to be complete today, Oct 18
- Professional Learning Plans – email 1-2 plans to Cheryl Habgood chabgood@psed.org
 - Professional Development Plans are for staff who are hired without all qualifications
 - Professional Learning Plans are for professional growth of staff
- Eligibility Documentation Self-Audit – need eligibility documentation entered in ChildPlus by end of day Oct 19
- Safe Arrival/Departure/Transportation Assessment
- Criminal Record Check Certification – SD only – take to your HR department the form that was sent in an E-Alert – send to Kristyl Riddle kriddle@psed.org
- Hiring Documents – send missing documentation to Venissia Buyco vbuyco@psed.org
- Survey – sent out 10/17 – Education Services Coaching
- Active Supervision Plans – done by Oct 31 – need to be uploaded in Litmos and posted in the classrooms
- Prep Teaching Staff
- Review Week - Visiting 40 preschool classrooms, 10 CCP classrooms
 - Classrooms 20-minute observation, teachers interviewed for 10-15 minutes, need substitutes in the room while teachers are being interviewed
 - Copies of eligibility documentation will be picked up on Monday Oct 29, you will be notified Oct 26 which files will be reviewed – there is a possibility that not all centers will have files chosen

Pre-Checklist – Amanda, Cheryl Polasek, Decca

- Overall purpose – at-a-glance the highest risk and priority of what you should be checking
- Some things need to be done monthly or daily, be sure that those have been checked
- Food allergies – need to be prominently posted in area where food is being served
- Course completion report was in your packets which will tell you what staff have taken what trainings

- Not a lot of information available on what the observations will be like, post lesson plans and schedules and follow those schedules

Classroom Observations, Teacher Interviews - Decca

- Guide will hopefully be you ED Coach or Team Manager
- Least disruption in classroom as possible
- Curriculum kit
- Expectation of non-teaching staff
- Volunteers can be present but they need to know what their purpose is in classroom
- Business as usual – if Directors are in the building or classroom as they usually would
- Students in the classroom – yes, be sure that they know what they should be doing in the classroom
- Teachers present
- Required postings including lesson plan and Active Supervision and ask follow-up questions
- Communication with staff
- Pre-checklist support

Teacher Interviews - Decca

- ESD Guides cannot sub for the teacher in classroom during Teacher interviews
- If you have a place for them to meet for interview that would help but not necessary
- Teaching staff should be able to articulate what reviewers observed
- Follow posted schedule and lesson plan
- Be prepared to share curriculum planning, implementation including individualization
- Professional development journey and support

Incidents and Findings Notification Procedure – Talena and Cheryl P

- Purpose: safety, compliance, alignment, clarity, efficient/effective
- Give feedback and solutions on the Incidents and Finding Notification Procedure so that we can finalize
- Significant – affecting health and safety, call or make report if you are unsure
- Findings – usually from audits
- Notification still needs to happen even if an investigation is happening
- ESD will make the determination if we share with Region X or DCYF
- Team Managers will be brought in to identify next steps

Safe Arrival/Departure/Transportation – Talena and Cheryl P

- Highest Priority – HS/EHS families who have authorized release to persons over 12
 - Tracking sheet signed by CD and turned in to Venissia vbuyco@psesd.org by Oct 31
- Next highest priority – HS/EHS families who have not authorized release to person over 12
 - Tracking sheet signed by CD and turned in to Venissia Buyco vbuyco@psesd.org directly after fall conferences
 - We know that this is a big issue and our PC parents are concerned
- Safe Arrival/Departure/Transportation Assessment
 - This must be completed now – even if you don't provide transportation – upload to Litmos
 - Checklist – you must use at least for a few weeks

- This was due in September
- Safety is the most critical thing that will be looked at during the Review
- EL child cannot be transported by Uber, taxi or public transport without authorized adult

Questions & Answers, Technical Assistance

- Separate groups to ask questions
- Staff available to answer questions on anything covered or not covered during meeting