



## EARLY LEARNING POLICY COUNCIL

# ATTENDANCE

February 24, 2015

### **PARENTS**

Name	Center	Site
Abril M	Federal Way SD	Brigadoon
Amanda T	Puget Sound ESD	WCCW
America R	Bellevue SD	Stevenson
Angela L	Tacoma SD	NE Tacoma
April M	Federal Way SD	Woodmont
Brittany B	Midland's Kiddie Korral	
Carolyn S.	MCFHC	
Cassandra P	Clover Park SD	Evergreen
Corneisha J	PSESD	Past Parent
Curtis W	Pierce College	Ft. Steilacoom
Courtney G	Cottesmore	
Dale A	KYFS	Panther Lake
Dana C	Renton SD	Meadow Crest
Dayanne D	Puget Sound ESD	Educare
Debi C	Puget Sound ESD	Past Parent
Dehlia W	KYFS	Kent Youth
Dorinda O	Tacoma SD	Whittier
Ellen O	Puget Sound ESD	WCCW
Fatima A	Tukwila SD	Thorndyke
Gabriela V	Puget Sound ESD	Roosevelt
Grace S	Puget Sound ESD	Past Parent
Illyana L	Peninsula SD	Evergreen
James P	Puget Sound ESD	Tillicum

Name	Center	Site
Jamey L	Puget Sound ESD	WCCW
Javier A	Auburn SD	Pioneer
John C	Clover Park SD	Tillicum
Kaleana A	YWCA	Family Village
Kristina E	Puget Sound ESD	WCCW
Lauretta P	Federal Way SD	Truman
Maria C	Puget Sound ESD	Past Parent
Maria F	Shoreline SD	Meridian Park
Nicole H	Federal Way SD	Sherwood Forest
Nukisha J	Puget Sound ESD	Past Parent
Rebecca S	Peninsula SD	Evergreen
Rick P	Tacoma SD	Willard
Rosa L	Auburn SD	Auburn Main
Sabrina E	Puget Sound ESD	Past Parent
Shereese R	KYFS	Kent Family Center
Silvia N	KYFS	Kent Valley
Susan B	Bates Technical College	Puyallup
Tabby W	Tacoma SD	
Tasha C	Auburn SD	Lea Hill
Vincent L	MCFHC	
Yessica O	PCCC	Sumner Immersion
Ying Y	Bellevue SD	Phantom Lake
Zayda Q	Puget Sound ESD	Past Parent

### **GUESTS**

Adriana Flores, Interpreter  
 Claudia Wong, Interpreter  
 Joanne Seng, Board Liaison.

Kim Napier, Tacoma SD  
 Nicole Pontillo, Tukwila SD  
 Norma Loyko, Interpreter

### **PUGET SOUND ESD STAFF**

Cheryl Polasek, Nutrition Director  
 Debret Harrison, Family Engagement Coordinator  
 Denyse Guthrie, Program Specialist  
 Gene Gousie, Operations Director  
 Kathy Schirman, Family Child Care  
 Lori Pittman, Policy and Advocacy Advisor

Maggie Grate, Nutrition Coordinator  
 Nicole Chu, ERSEA Manager  
 Nubia López, Project Manager  
 Rita Dierck, Educadora Familiar  
 Taфра Jones, Policy Council Assistant  
 Verda Lofton, Family Engagement Director

**Cultural Basket Activity – Grace S.**

Grace introduced the cultural basket activity.

Each of us will pick out a piece of paper from the basket at every meeting and perform an activity related to our culture.

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**Call to Order – Sabrina E. (Chair)**

Sabrina called to meeting to order at 10:14 AM.

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**January 27 Meeting Minutes – Debi**

Presented by Debi at 10:24. There were two omitted names added to the minutes. Abril motioned to approve the minutes from the January meeting with the included changes. Dana seconded the motion. Motion carried.

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**Treasurer's Report, January – Debi**

Presented by Debi at 10:27. Tasha motioned to approve the January Treasurer's report as presented and James seconded the motion. Motion carried.

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**Personnel Actions– Debi**

Presented by Debi at 10:30. She explained the hiring process. In each hiring there was a parent involved. Angela: What is a floater? A person in the classroom who covers when someone is absent. Vincent motioned to approve Personnel Actions as presented and Angela seconded the motion. Motion carried.

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**Community Members – Nubia**

Presented by Nubia at 10:35. Maria F., past parent and Casey Osborn-Hinman, from the Children's Alliance are interested in being voted in as Community Representatives. Tasha motioned to approve Maria y Casey Osborn-Hinman as Community Members and Dehlia seconded the motion. Motioned carried by show of hands.

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**Self-Assessment – Nathalie**

Presented by Nathalie at 10:41. Explained how to engage families.

Every Center and PSESD: regional discussion groups, centrally located, open to participants from all sites. Survey for the whole population (center staff / parent leadership / families, PSESD staff; survey online as well as hard copies.

8 centers reflecting a variety of subcontract models, sizes, etc.: a thorough sample of sites. Additional outreach to increase survey response. Local focus groups, ability to replicate responses at the site level. Survey for all parents translated into their home language.

Specific Populations at the PSESD Administrative Level– Policy Council, EL Advisory Committee. Informational discussions with specifically selected individuals. There will be individuals with a precise perspective.

**Questions**

Is everything going to happen at the same time? The survey will be open for 6 weeks (March-April), conversations with centers to collect information to assess how we can improve.

What languages will the survey be translated into? It will be translated into any language requested by the parent.

How will parents and families know that the survey is online? Notes in backpacks, develop a webpage online.

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Will there be childcare and mileage reimbursement provided? Yes.

How will parents and families develop the survey? There will be family support staff available.

Methodology for the 2015 Self-Assessment: sample site selection – to have the highest number of parents responding to the survey.

Involving Parents and Families: Collection of significant data will depend on strong participation of **all** families and parents as well as the Policy Council. Parents and families will be asked to complete the survey and will be asked to participate in regional discussion groups. Parents/ families at sample sites will be encouraged to participate in regional discussion groups. PC Attendees provided support by providing feedback about how to achieve parent attendance and survey participation.

Small group discussion. How can we effectively involve parents and families? How can we encourage families to:

- Complete the survey to assure a strong participation? (Groups 1-2)
- Participate in focus groups at the site level? (Groups 3-4)
- Attend regional discussion groups? (Groups 5-6)

Individual Commitment:

- Will you commit to complete the survey and attend a discussion group?
- Write 1 or 2 ideas about how you can encourage **other** parents/families to participate in the survey and attend a discussion group.

Parents wrote down and turned in ideas on paper.

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### **Policy Council System Subgroups– Nubia**

Nubia presented at 11:15. The parents split in to their subgroups—health and education, management and operations, and family and community partnerships.

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### **Subgroups, Health, and Education Reports– Zayda**

Zayda presented food menus for the Early Learning Program. Amanda motioned to approve the Early Learning Program menus as presented and Allen seconded. Motion carried.

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### **USDA Report - Zayda**

Zayda presented the USDA report for July 2014 through November 2014. Nukisha motioned to approve the USDA report as presented and Amanda seconded the motion. Motion carried.

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### **Subgroup Reports: Administration and Operations – Cassie**

Presented by Cassie at 1:06, backed up by Sabrina.

If one of the sites does not have funds towards the end of the year, how is that covered? The funds provided to each program is for each month.

What happens if the school runs out of money? They request more from PSESD.

Debi motioned to approve the fiscal reports for January as presented and Grace seconded the motion. Motion carried.

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### **Subgroups Reports: Family and Community Engagement – Dehlia**

Presented by Dehlia and Debi at 1:15. It was noted that there were vacant slots in some of the schools. There was a suggestion of sharing the waiting list. Recommendation – Sep-Jan Enrollment and Attendance. Abril motioned to approve the Sept-January enrollment reports as presented and Angela seconded the motion. Motion carried.

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Cassie motioned to approve the Sept-Nov attendance reports as presented and Silvia seconded the motion. Motion carried.

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### **Community Complaint Policy – Nubia**

Presented by Nubia at 1:28. Formal process – who receives the complaint?

- Complaint against center staff: Center Director
- Complaint against PSESD staff: Associate Superintendent of Early Learning
- Complaint against the Associate Superintendent of Early Learning: PSESD Superintendent

Informal process – if you have a complaint against the child’s teacher, you should address it face to face with him/her.

#### **Responsibilities**

- Responsibility of the person filing the complaint: fill out a written complaint, be specific, include contact information
- Responsibility of the officer receiving the complaint: conduct an investigation, respond within 10 days, the response should include following steps, denial of validity, or a corrective action plan.

If the complainant is not satisfied, he/she can bring it up to the associate superintendent who has 15 days to respond.

Nubia asked the parents: do you remember if your center staff shared this policy and procedure with you? 17 are aware of this process, 13 are not aware of this process. Parents were asked to have a table discussion about how to share this information with other parents at their site/ center, how could they assure this is a “living” document, and if they had any recommendations of changes to the policy. Can you file a complaint anonymously? Parents would not know the outcome, because the person investigating it could not interview them. At coffee time (meeting) share the information. Flyer in the room.

When sharing this information, we need to be careful about not promoting it but rather offering it as a resource to solve problems or disagreements.

Lori explained the policy more thoroughly. Are there any suggested changes? Work in groups, the majority agreed. To have less time to respond (not 10 days).

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## Announcements

### Leadership Institute

For parents, March 23, 9:00am – 5:00pm in North Bend, Washington. Sessions include:

- Service Leadership
- Family Outcomes
- Advanced Leadership Skills: Presentation Strategies

Contact Merri McBride: [mmcbride@psed.org](mailto:mmcbride@psed.org)

### Curriculum Subcommittee

- Explore the new Preschool Creative Curriculum
- Discuss how to integrate the curriculum with other requirements
- Make recommendations about how to implement the curriculum

What is the commitment? 2 meetings: 1 in February and 1 in March. First meeting, February 26, 12:30 – 2:00.

Contact Merri McBride: [mmcbride@psed.org](mailto:mmcbride@psed.org)

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Respectfully submitted by Zayda. (Secretary/Treasurer)

### Upcoming Meetings:

Executive Board

March 10, 2015

10:00 a.m. to 1:00 p.m.

Policy Council

March 24, 2015

9:30 a.m. a 2:00 p.m.

Sabrina Eubanks, Co-chair, ECEAP:

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Javier Armas, Co-chair, Head Start:

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