



EARLY LEARNING POLICY COUNCIL ATTENDANCE

January 27, 2015

PARENTS

Name	Center	Site
Abril M.	Federal Way SD	Brigadoon
Alicia L.	Federal Way SD	Sherwood Forest
Alisia S.	Puget Sound ESD	Family Child Care
Allison C.	Bellevue SD	Phantom Lake
Amanda H.	Puget Sound ESD	WCCW EHS
Angela L.	Tacoma SD	NE Tacoma
April M.	Federal Way SD	Woodmont
Barbara S.	Auburn SD	Terminal Park
Becky N.	PCCC	South Hill
Brittany B.	Midland's Kiddie Korral	
Carmen A.	Puget Sound ESD	Educare
Corneisha J.	Puget Sound ESD	Past Parent
Dale A.	Kent Youth & Family	Panther Lake
Dana C.	Renton SD	Meadow Crest
Dayanne D.	Puget Sound ESD	Educare EHS
Debi C.	Puget Sound ESD	Past Parent
Dehlia W.	Kent Youth & Family	Kent Youth
Dorinda O.	Tacoma SD	Whittier
Ellen O.	Puget Sound ESD	WCCW EHS
Gabriela V.	Puget Sound ESD	Roosevelt EHS
Halimo M.	Puget Sound ESD	Greenbridge
Illyana L.	Peninsula SD	Evergreen
Jacqueline H.	Federal Way SD	Brigadoon
James P.	Puget Sound ESD	Tillicum EHS
Jamey L.	Puget Sound ESD	WCCW EHS
Javier A.	Auburn SD	Pioneer

Name	Center	Site
Jenny C.	Auburn SD	Main Site
Joanne S.	Puget Sound ESD	Board Liaison
John C.	Clover Park SD	Tillicum
Joungsuk S.	Bellevue SD	Phantom Lake
Kristi E.	Puget Sound ESD	WCCW EHS
Maria C.	Puget Sound ESD	Past Parent
Maria P.	PCCC	Sumner Avanza
Nancy H.	Highline SD	Hilltop
Nancy U.	Renton SD	Meadow Crest
Nichole D.	Puget Sound ESD	Tillicum EHS
Rebecca S.	Peninsula SD	Evergreen
Rosa L.	Auburn SD	Main Site
Ruby M.	Bellevue SD	Ardmore
Shereese R.	Kent Youth & Family	Kent Family Center
Sterling W.	Clover Park SD	Lakeview
Susan B.	Bates Technical College	Puyallup
Tasha C.	Auburn SD	Lea Hill
Yessica O.	PCCC	Sumner
Zayda Q.	Puget Sound ESD	Past Parent
Alba T.	Parent Guest	
Elizabeth L.	Parent Guest	
Maria F.	Parent Guest	
Mary F.	Parent Guest	
Matthew W.	Parent Guest	
Sarah J.	Parent Guest	

GUESTS

Adriana Flores, Interpreter
 Claudia Wong, Interpreter
 Jin Situ, Interpreter
 Jennifer Sanislo, Bellevue Ardmore

Amy Brown, ACAP
 Margarita Arias, Highline
 Keri Burks, Federal Way Woodmont

PUGET SOUND ESD STAFF

Kathy Schirman, Family Child Care
 Kristyl Riddle, Operations Coordinator
 Cheryl Polasek, Nutrition Director
 Verda Lofton, Family Engagement Director

Gene Gousie, Operations Director
 Tafra Jones, Policy Council Assistant
 Nubia Lopez, Project Manager
 Denyse Guthrie, Program Specialist



EARLY LEARNING POLICY COUNCIL

MINUTES

January 27, 2015

Call to Order –Javier A. (Chair)

The meeting was called to order by Javier A. at 10:06 AM.

Welcome – Javier A.

Information sharing activity. Javier had each table work together to share the story or significance of each group table members name along with an optional portrait of what it represents. Javier reviewed the day's agenda. Ruby shared the prior meeting minutes from 12/17/2014. Tasha C motioned to accept the prior meeting minutes from 12/17/2014. Dana C raised the second motion that the prior minutes have been reviewed and accepted.

Policy Council Business—Debi C.

Hiring Process. Reference item: pink handout. Debi explained the hiring process and emphasized the importance of parent involvement in the hiring process. The staff position is first advertised as open, applicants are screened for qualifications, then interviewed and hired. The hiring packet is forwarded to the Exec. Board to ensure a parent was present at the interview before a group approval. The Exec Board forwards the newly approved hires to the Parent Council for approval.

If you are interested in participating with the new hire interviews, please refer to Nubia. Carolyn question: if the person does not meet the qualifications what does that mean? If the person at the time of hiring does not meet the qualifications it means that they may not have all of the requirements at that time but can be grandfathered in to the system to then complete the requirements at a later date.

Javier opened the vote to approve the recent hires. Allison C. motioned to vote on personnel actions. Angela seconded the motion. Parent Council approved in a group vote the new hires.

Treasurer's Report—Ruby M.

The Treasurer's report was provided and reviewed with overview of HS and ECEAP funding. Question: What is the difference in reports are (H/S/EHS) State Fiscal year. Question: What happens when expenditures exceed funding for Early HS? Answer the Early HS grant is expanding again in March opening the opportunity to increase funding. There are ways to be flexible about shifting funds. Per Gene funding is on track. Keep in mind the report is a report card of the expenditures to keep record of the movement of funds and trends. Vendors are sometimes late to submit statements sometimes up to 3 months late. It is more important to monitor the trends of a category per meeting than focus on the minute details of each category. Policy Council involvement with the report is to review the reports as we participate in the budget approval process which is mandatory as part of the grant process.

Debi C. motioned to approve the December Treasurer's report as presented. Sterling gave the second to the motion and the motion carried.

Elections for Secretary/Treasurer and Member-at-Large, HS

Javier opened the floor to candidates to compete for the 2 new Exec Board positions as prior members Cheryl and Natalie have resigned due to personal reasons. Nubia reviewed each position description and encouraged members to compete.

Secretary /Treasurer: Competitors gave brief speeches describing themselves and their passion for the position. Competitors included: Tasha C., Jacqueline H., Zayda Q., Nancy A., Corneisha J., Dehlia W. Council voted Zayda Q. as the new Secretary/Treasurer.

Member-at-Large, H. Competitors gave compelling speeches describing themselves and their drive to serve on Exec Board. Competitors included: Tasha C., Alicia L., Dana C., Maria F. Alicia L. was voted as our new Member-at-Large.

Overview of the System Subgroups

Nubia explained the new approach to divide part of the meeting into 3 subgroups: Management & Operations, Health & Education, and Family & Community Partnerships. Why are we using this approach? The purpose is to meaningfully engage PC reps in the decision making process while focusing on specific areas. This allows us to delve into deeper conversations. Each subgroup leader gave speeches regarding the area as follows:

Presenter Health & Education Kay Lancaster, School Readiness Director

Kay Lancaster discussed at the program level the school readiness goals, closing gaps, and being ready to enter school and learn. Within that we have measures to see if we are meeting that goal. The percentage of children that meet school readiness standards at the end of preschool and beginning Kindergarten. The realistic agency goal is set where 80% of children would meet standard by 2020. Reference: blue handout demonstrating the goals set last year as a draft for this year.

There are five developmental domains:

#1 Physical, #2 Emotional/social, #3 Cognitive, #4 Approaches to Learning, #5 Language/Literacy.

Note: we should also be setting goals in math also not only language but also literacy. This would also address dual language learners and how they acquire English.

Each year, referring to the goals last year and then look at the data are the goals the same? We need to adjust or keep goals and come up with strategies to meet those goals. Reference to slides chart, in Spring only 79% have met those goals. How children enter school in the fall whether they are meeting or exceeding in the different domain areas. Reference to slide of chart showing five areas spanning 2012-2014. What stands out? The lacking sector standing out is Mathematics. This trend spreads across the state. Question: How often are teachers assessed in this area? Perhaps this needs to be a part of the strategy plan for the next school readiness goal. Review slide 2014-2015 program wide readiness goals.

Nubia introduced Gene Gousie, Management and Operations: Budget Planning.

Gene explained Budget and Planning. Budget planning covers a lot of topics, the overview is for everyone. The budget is a plan with numbers to show how we use the resources in the program to achieve our goals. A good budget is realistic with foundation in the real world. It is flexible and can change. How can we reallocate the budget to another category if we need to meet our goals? A good budget must do just that be flexible in case of reallocation but also be understandable. Working in small groups with the budget is to understand the financial talk on a deeper level and understand what the fiscal level is about.

Regarding services: broken into 2 categories—rent and administration, what happens at the centers?

Line items—what are we spending? Common expenditures are salaries, benefits, transportation, food, supplies.

Guiding principles when we are developing the budget:

First priority—children, opportunity gap, goals are tied to resources to look at all parts of the program. Success depends on collaboration with partners with conservative estimates—no wild spending. Non-federal share—for every \$4 spend from the federal government, we need to come up with \$1 from the community from collaborative efforts. Volunteer use of facility, transportation that is donated, parent volunteer or fundraiser work is considered the non-federal share.

What is policy council participation with the budget? Some concrete decisions are connected with the budget where we have discussions that feed into the way the budget is developed. This is where the needs from the community

work its way into the budget and that is why Council input is vital.

Nubia introduced Vera Lofton, Equity Director for ERSEA.

What is ERSEA? In a perfect setting all programs would be full. First thing we have to do is recruitment. The need to identify families with children eligible for a program. Now is the height of the recruitment season. Application is one of the tools we use until Sept. The objective is to obtain twice as many applicants as slots. Goal is to create a hefty wait list from the different families that come to us. Situations vary: TANF, SSI, foster care, those are eligible based on life situation not necessarily income. We are put in jeopardy of losing funds if the program does not maintain full enrollment. Family support has 30 days to fill open slots. Attendance: decision was made to increase from 85% to 90%. Every week teachers are taking attendance. If a child is not present in class, we need to know why. If more than 4 days have passed we need to ensure home visit to ensure no barriers exist to keep kids out. Question: How do we know what programs operate and where? Krystal answered www.earlylearningwa.org has a search tool to locate area programs.

Separate Room and Go to Subgroups

Nubia called to break council into the subgroups after the general orientation using the purple sheet. 40 min allotted for subgroup work. Lunch at 12:30.

Report Back from Subgroups – Ruby

Grant applications are put together in the Spring. Policy Council has to approve the grant proposal, and final budgets come to the Policy Council for approval. This reports what you are doing today when you vote, you are giving the assurances to the program that the operation has come to council to review and understand the report. The total grant amount is approximately \$44 million. Gene Gousie, Operations Manager brings the reports to Council to share what is brought to the Feds. Council responsibility is to review to see if there is anything that is off or does not look quite right. The parents have a right to review and question the budget. Gene reviewed the 2 different grant types for ECEAP and HS. Grant 104 and 187. Early HS of 104 has a separate budget. ECEAP at this point in the year is the easiest to understand starting July 1 ending June 30. Gene passed out for review multiple reports detailing the use of grant funds per type and program. Line items on the left are the way we code and break up the budget. The top part is the central part, meaning admin, peer programs, certain amount from fed allocated to training—the top part is essential.

Money put into the general fund cannot carry over to the next year. HS fiscal starts Nov 1 stops Oct 31 with end of federal fiscal year.

Non-Federal share—in kind services that benefit the program for example the use of facilities, transportation, volunteers. This is the demonstration of community involvement to collect on the share that is not covered by the federal government. Reference formula: for every \$4 from the Feds, we need to derive a \$1 non-federal share.

We also reviewed the Procurement card or credit card report. This is a newer report generated to review the expenses paid with issued credit cards. Keep in mind that the review of the reports are information sharing only in terms of a financial report card.

Health and Education - Maria

Maria reported we learned how important it is to use the different data graphics and the importance to become involved with children. Education begins at home but these graphics show us that we have to work hard with the teacher. We look at these sheets and do not understand them we want all of this to get better. So we learned how to use the data and what else we need so that it can become clear to us. If we participate we will have better results for the education of our children. As an example we felt that it was not clear and how is it evaluated if a child is one or two years in ECEAP. Obviously if one has been in for longer the data looks different, we are interested in learning how the assessments are done. So we are not satisfied with these results. As policy council parents we need to work hard and ask what is happening to make sure that we are improving. All of this advice is important we are speaking about

health and education and all of the habits we should have at home but need to share info with other parents. It is now up to you take this information and share as a rep with the center. Contact Kay Lancaster, klancaster@psed.org

Family and Community Partnerships– Debi

If we are not passionate we are not going to learn. We have a lot of ideas to improve enrollment. Reviewed reports for attendance and enrollment. We learned how to read those reports. How to review the reports to improve recruitment, challenges in federal and state guidelines. Topics on improving recruitment—wide variety well represented. All of these different acronyms and we do not know what it is. How to discuss with parents what these services are so that they could be more involved. It is not only have all slots filled, but a waiting list of double enrollment

Early Head Start and Child Care Partnership Grant – Nubia

Nubia reports that back in the summer, there was a decrease in the number of slots from 188 to 160 with the flexibility to choose CC providers. Why increase the rate per child from 9k to 10k? balanced pierce county subsidy rate. Every kid gets extra support. The subsidy rate is different per county. Pierce is brought up to the King County level. This is to make sure there is high quality care for children. Starting in March—full grant approval approved. Asking today to approve decreased slots and increased amount per kid. Question: adding on child care to the EL? Or is this a different program? Luba says it is a partnership of existing providers. What this additional funding allows them \$1k per child to enhance the quality of their services. If they have the capacity to enroll new children, they can. Slots are converting kids who are already in program in some cases adding slots. Sent to Javier, to approve EHS Child Care Partnership Grant Changes, Joungsuk motioned and Carolyn seconded the motion. Put to vote Maria finalized with her gavel swing.

Head Start Grant Update – Luba, Associate Superintendent for Early Learning.

Grant 104 has 2000 slots as a 3 year grant. HS is transitioning from the 3 year grant to the 5 year. By end of 2015, the transition will be to a 5 year cycle as an auto or recompeting for funds. Asked to re compete for the funds that are assigned to Grant 104. Question what does compete mean? There are more families around ECEAP and HS funds that need services. Current grant funds but other organizations can compete—non-profit, org may not be in our state. Open to the public. Question what do we need to do to win the competition. Model of how we are provide services— subcontract model, private, center based, child care based all part of our current system. 2 age groups 0-3 and 3-5 services into counties. All services are translated to dealers and parts. In this regard PSESD just provide services we as a program cannot use current funds—compete for funds. Agencies will have to decide 12/17/2014 message was given to PSESD board chairperson received letter from the office of head start of competition. Question three year grant funded through 2015 end October but will end in June 2016, Full funds until June 2016. 5 year will start . Four parts of money and four grants. Community meetings. Luba initiated vote to support recompetition to support board decision. She will present the plan of all activities in Feb next meeting. Board already made decision. Do you support the Boards decision. Javier asked for motion to vote: Alicia L. motioned to support the PSESD board and re compete for the HS 104 funds. Tasha C. seconded the motion.

Luba announcements. First checks and handouts in the corner. King Co Sect 8 opens tomorrow.

Curriculum Subcommittee Why participate? 2 meetings 02-26 and March TBD Discuss how to integrate curriculum with others that are required. Male recommendations for how to implement across the program. Contact Merri McBride mmcbride@psed.org

Thursday there is a focus group about ECEAP. DEL state looking at expanding ECEAP input on family support services 1-2:30 here Nubia is facilitating.

Talk amongst selves with new structure subgroups.

Adjournment

The meeting was adjourned at 2:00 p.m.

Respectfully submitted by Ruby M. (Secretary/Treasurers)

Upcoming Meetings:

Executive Board
February 17, 2015
10:00 a.m. to 1:00 p.m.

Policy Council
February 24, 2015
9:30 a.m. to 2:00 p.m.

SAVE THE DATE: Advocacy Day

Wednesday, February 11, 2015
Olympia, WA
Details at <http://earlylearningwa.org/index.php/for-families/advocacy>

Sabrina Eubanks, Co-Chair, ECEAP: _____

Javier Armas, Co-Chair, Head Start: _____