



EARLY LEARNING POLICY COUNCIL

ATTENDANCE

June 9, 2015

PARENTS

| Name | Center |
|-------------|-------------------------|
| Abril M | Federal Way SD |
| Amanda T | WCCW |
| Angela L | Tacoma SD |
| Brittany B | Midland's Kiddie Korral |
| Corneisha J | Madre Anterior |
| Dayanne D | Educare |
| Fatma A | Tukwila SD |
| Javier A | Auburn SD |
| Joungsuk S | Bellevue SD |
| Lauretta P | Federal Way SD |
| Nicole H | Federal Way SD |
| Rosa L | Auburn SD |
| Stephanie S | Clover Park SD |
| Zayda Q | Past Parent |

| Name | Center |
|------------|------------------------------|
| Allison C | Bellevue SD |
| America R | Bellevue SD |
| Brittany B | WCCW |
| Carolyn S | MCFHC |
| Dale A | Kent Youth & Family |
| Debi C | Past Parent |
| Gabriela V | Past Parent |
| Joanne S | PSESD Board of Directors |
| Kim R | WCCW |
| Maria C | Past Parent |
| Nukisha J | Past Parent |
| Silvia N | Kent Youth & Family Services |
| Tasha C | Auburn SD |

GUEST PARENTS

Christal S, Clover Park SD
Lola M, Bellevue SD

Michelle E, Lake Washington SD

INTERPRETERS

Adriana Flores
Margarita Arias

Tania Castillo

GUEST STAFF

Greta Dedman, Bellevue College Intern
Marta Sobinska, Bellevue College Intern
Xinying He, Bellevue College Intern

Ashley Witzens, Midland's Kiddie Korral
Sarah Anderson, Federal Way SD

CLEVELAND HIGH SCHOOL STUDENTS

Athena T
Eric D
Jania J
Jenny S
Leena S
Leija F

Peter D
Seannei H
Tania M
Tiffany T
Tony V
Zimle Z

PUGET SOUND ESD STAFF

Cheryl Lydon, Program Manager
Cheryl Polasek, Nutritional Services Director
Denyse Guthrie, Program Specialist
Ellen Shaman, Regional Family Support Coordinator
Heather Wilson, Family Childcare
Lori Pittman, Policy & Advocacy Advisor

Nathalie Jones, Data Manager
Nicole Chu, Family Support Manager
Nubia Lopez, Project Manager
Taфра Jones, Policy Council Assistant
Verda Lofton, Educational Equity/ERSEA Director

Call to Order –Lori Pittman, Policy & Advocacy Advisor

Lori called the meeting to order at 10:11 AM. Two parents had something to share. Nursing students are visiting. We have two new parents.

Welcome and Agenda Overview– Javier A.

10:15 Javier reviewed what we will discuss during the meeting.

May 19, 2015 Minutes – Zayda Q.

10:17 Zayda asked the council if they had any question about attendance or about anything else.

Javier called for a vote. Motion to approve the minutes by Amanda T, seconded by Laretta P. Motion carried.

Treasurer's Report– Allison C.

Allison C presented the Treasure's report at 10:20.

Allison shared the Treasure's report. She asked if anybody had a question and nobody did. Tasha C. moved to approve the treasurer's report, seconded by Carolyn S. Motion carried.

Staff Hiring Process – Debi C.

Debi asked what is done when hiring new staff and Carolyn answered that interviews had to be conducted. Debi explained that the Policy Council confirms that a parent has to be involved during the interviews.

Question: Why is it so old? Debi answered that they were positions that had not been ran by the Policy Council and they are being reviewed once again.

Javier called for a vote at 10:28. Amanda T motioned to approve the June personnel actions, seconded by Angela L. Motion carried.

Self Assessment Process and Results – Nathalie J

There was data collected 3 different ways, surveys sent to the centers and to the staff here. 650 parents, 264 site staff, 50 Center Directors, and 81 PSESD staff participated.

We will focus our time on five topics for which staff and families provided information – family goal setting, attendance, healthy habits, policy council/governance. Purpose: suggestions, feedback, concerns.

Nathalie asked: What do you really think when you look at the results?

Results are categorized as challenges if less than 67% of the respondents provided positive answers; or if at least 33% of the survey participants indicated negative responses (e.g. somewhat involved; somewhat useful; somewhat effective; not at all useful; not at all capable).

Angela asked: How often does self-assessment take place? Nathalie answered: once a year.

Debi asked: are there any changes compared to last year? Nathalie answered: yes, this time we had more parents participate.

At 10:45 we will gather in small groups to review the data.

At 10:50 the group discussion began. Thanks to all those who helped gather the information. When you see something that is not right, highlight it and we will follow up (food, employees, supplies). How often is it checked? Once a month.

We were divided into two groups. In my group we analyzed each item and we shared what struck us the most from each one. I shared that of 100% of the center staff, 25% felt they were somewhat capable of supporting families to set their goals. That is very worrisome.

Ellen Shaman is Retiring

She thanked everybody. Ellen has been working for 17 years and is now retiring.

Subgroup Work Overview

Review of the subgroups and the worksheets for sharing information.

Subgroup Report: Health and Education

Healthy eating habits initiative; information was translated into the languages that are needed.

Encourages children to not drink sugary beverages.

Challenges:

- Some cultures have to modify their eating methods, for instance: we Hispanics eat too many tortillas, we have to reduce the food amount
- It is hard for working parents to have time with their children
- A lot of parents do not know about the initiative (5210: eat at least 5 fruits and vegetables a day; limit computer and TV usage {not related to school} to two hours or less a day; do physical activity for an hour each day; and drink less sugary beverages– try to drink water and low-fat milk instead of soda and beverages with high sugar content.)

Strategies:

- Information letters
- Family Nights
- Healthy Recipes
- Teachbacks (Peer health and peer literacy)

Comments:

- On healthy habits: share half an orange at school and at home.
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Subgroup Reports: Management & Operations

- We had a talk about a pilot program that will last 18 months
- HS Program

Question: Does the remaining money go back to us? Answer: yes, it comes back

If there is any left over money, we have a year to use it; we explain why there is money left over, a request to use it again the following year is made (but that money doesn't really come back), it stays at the site.

Expansion – there was a request made and it was approved. April motioned to approve and Stephanie seconded it. Motion carried.

Subgroup Reports: Family & Community Engagement

Family Goals

- Have one goal at a time, one that is realistic
 - Not calling it goal but a plan
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Barriers

- Limited time
- Lack of trust

Strategies:

- Having parents write their own plans
 - Reaching each goal according to priority, goals can be achieved each month
 - Staying connected with the families
 - Allowing more time for families to talk about their goals
 - Using “us” instead of “you”
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Enrollment & Attendance

- Limited resources
- More family involvement
- Families didn't know about activities
- Answers are honest
- Increase in self-assessment participation

Pros

- More interactions with people of color
 - Parents do not attend events because they don't feel welcomed
 - Need to be more supportive of what is being achieved
 - Gas cards, food
 - Educate parents more about income
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Self-Assessment Policy – Nathalie Jones, Data Manager

The Puget Sound ESD (PSESD) Early Learning Program implements a systemic annual process for self-assessment according to the performance standards for Head Start, Early Head Start, and ECEAP and in consultation with:

- PSESD Board
- Policy Council
- Families
- Program Staff
- Subcontractors

The self-assessment process must have the purpose of understanding the program’s ability to reach goals, objectives and program requirements and it must include a review of the relevant data, which includes:

- Monitoring data
- Family, program staff and subcontractor feedback
- Other data

An improvement plan will be developed each year for the program’s strength areas and for the improvement areas. The improvement plan must be approved by other governing bodies and by the federal and state funders of the Early Learning Childhood Program.

If any of the proposed improvements don’t take place, when do we try to fix it again? Dayanne: Is all of this done during the program year? Yes, and we start working on it the following year, although it sometimes takes three years.

Nicole motioned to approve the Self-Assessment Policy as presented and Fatma seconded it. Motioned approved.

Staff Management Policy and the “Final Rule” – Lori Pittman, Policy & Advocacy Advisor

What have you heard about the Final Rule? Linda was here to talk about it.

Final Ruling about Eligibility

- Eligibility: determines the requirements to enroll in our Early Learning programs
- Final Rule: making sure that first, we are serving the families most in need
- Effective March 12, 2015

What Does the Rule Do?

- Provides a roadmap for programs on how to determine eligibility
- Describes the kind of documents the program may accept and must keep
- Provides a structure across the nation to make sure our income-eligible children and categorically-eligible families are enrolled in the Early Learning Programs

Eligibility Determination Record

There will be a file for each family called the Eligibility Determination Record that will include:

- Copies of documents used to verify eligibility
- Statement that program staff have made reasonable efforts to verify information
- Statement that identifies eligibility determination (Income or categorical eligibility)

Program must establish policies and procedures that include:

- Actions taken against staff who intentionally enroll ineligible families
 - ESD will use their policies and procedures already established for Disciplinary Action
 - Subcontractor sites may have to establish Policies and Procedures with support from ESD

The Federal Government wanted this to document that we are working with the families.

Personnel Management Policy

The Personnel Management Policies for subcontractors will include but are not limited to:

- Employment Status: hiring, probation period, resignation, promotion, demotion, suspension, layoff, workforce reduction
 - Specific to hiring and layoffs, subcontractors will adhere to the following: The PSESD Early Childhood Policy Council, according to confidentiality laws, will approve all hiring and layoffs. In case the Policy Council’s recommendation is different than that of the subcontractor, it is the role of the Associated Superintendent of Early Childhood to create an action plan to determine the status between Policy Council and the subcontractor for the purposes of finding a solution.
- Complaints
- Non-discrimination
- Staff Evaluation
- [Intentional Fraud: employees who commit intentional fraud on a family’s eligibility information could face program and/or legal consequences.](#)

Silvia: If they enroll someone who is not eligible will they be fired? Lori: It depends on the policy, there is an investigation to determine if it was intentional or not and they continue to earn their salary while they are being investigated.

Remember we have subcontractors. What does it mean to alter income documentation? Fraud.

Tasha C. made a motion to approve, Nicole H. seconded it. Motion carried.

Final Notes

Javier: thanked everyone for the support given to Luz Fisher.

The center tables were almost empty.

They stressed the fact that we need to be attentive when somebody else is talking; to be respectful to the speaker and to other listeners.

Respectfully submitted by Zayda Q. (Secretary/Treasurer)

Upcoming Meetings:

Executive Board
July 7, 2015
10:00 a.m. to 1:00 p.m.

Policy Council
July 21, 2015
9:30 a.m. to 2:00 p.m.

Sabrina Eubanks, Co-Chair, ECEAP: _____

Javier Armas, Co-Chair, Head Start: _____