

EL Governance Advisory Committee

Sept 12, 2017

1pm to 2:30 pm

Attendance: Jill Johnson, Lori Pittman, Quincy Stone, Kay Lancaster, Joanne Seng

Absent: Shariffa Ali, Fatma Absinasir

Upcoming meetings: Oct 3, Nov 7, Dec 5 – 1:30-3:00

Calendar will go out to group asap

A. Personnel Actions

- All that are listed are new hires,

Personnel Actions were reviewed and approved as a whole by the EL Governance Advisory Committee on Sept 12, 2017 and recommend full Board approval

B. Program Reports

Fiscal

- ECEAP
 - Over budget on Interpreters and FCC, but overall on track
- EHS-CCP
 - Filed a carry over request with Region X
- Lori has asked for format of budget reports to look different – take USDA off report as these numbers only skew the big picture – will likely change Nov

Non-Federal Share

- Waiver for 187 has been filed with Region X
- Change Executive Summary to read *In-Kind/NFS* to match report

Procurement Cards

- Use of procurements cards has gone down dramatically in last year
- PSESD has many safe guards in place to be sure expenditures are allowable

Enrollment, Attendance, USDA are not run during the summer. Will start again with the September Policy Council meeting

Lori will make a motion cheat sheet for Jill and Joanne to use at the ESD Board meeting

Fiscal, Non-Federal Share and procurement card reports were reviewed and approved as a whole by the EL Governance Advisory Committee on Sept 12, 2017 and recommend full Board approval

C. Program Policies

Policies

- Policy 535 – Political Activities Policy – add “during work hours and or in official capacity as a PSESD employee” to end of first sentence. Policy Council can approve change on Tuesday, Sept 19.
- Research Policy 310 – PSESD Strategy, Evaluation and Learning team was substituted for Data Manager in two locations as that position is not in the re-design

- Policy 225 – who makes sure Policy is posted in the classroom – it is on the monitoring checklist
Keeping track of staff training is included in the new Litmus platform for online training

Policies 115, 410, 120, 515, 535, 310, 225, 315 and 230 were reviewed and approved as a whole by the EL Governance Advisory Committee on Sept 12, 2017 and recommend full Board approval

D. Program Governance

Self-Assessment

- Full report is linked
- Highlights and Improvement Plan are listed under documentation
- Questions from highlights pages
 - Attendance – looking at ways that we can track individual children
 - ECEAP and Head Start do not track individual children
 - C&I - What was the title of book used in book study? Cultivating the Genius of the Black Child.
 - ERSEA - Successes/Strengths: *Bring families to the program* – add to end of first sentence
 - Policy Council/Governance- Challenges – take “the” out before how parents from different groups, etc....
- Preliminary Improvement Plan – still working on finalizing. This will help identify goals for the year

PC By-Laws

- Composition of the Policy Council must be approved by the ESD Board every year, Article III, Section 1 of By-Laws.
- At Exec Board it was decided that there would be separate info sheets for each position so that parents are clear what is expected of them
- Working on trend data to have stronger goals around PC attendance/engagement

Article II, Section 1 of the Policy Council By-Laws: Composition of the Policy Council was reviewed and approved as a whole by the EL Governance Advisory Committee on Sept 12, 2017 and recommend full Board approval

NFS Waiver 187

NFS Waiver for HS Grant 187 was reviewed and approved as a whole by the EL Governance Advisory Committee on Sept 12, 2017 and recommend full Board approval

Budget Revision and Vision Screener approval letter 412

Letter to Region X requesting approval for Budget Revision and Vision Screener for CPSD was reviewed and approved as a whole by the EL Governance Advisory Committee on Sept 12, 2017 and recommend full Board approval