

## Center Director – To-Do Lists (Deliverables)

*Please note: Many documents have been revised – please use the most current form, linked here*

### Summer 2018

Due Date	What	Tips	Documents and Links
<input type="checkbox"/> June 4	ECEAP Inventory	PSESD is going through fiscal review on June 7	<a href="#">Action by June 4 DEL Fiscal Review (Inventory) Equipment Disposal Form</a>
<input type="checkbox"/> June 14 9:00 am – 2:00 pm	Center Director Meeting	Attend monthly meeting to receive updates, provide input, and engage in professional learning with fellow Center Directors.	<a href="#">Center Director Hub</a>
<input type="checkbox"/> Once annually	Staff performance evaluations	Use any internal agency procedure. Keep a copy in center personnel files.	n/a
<input type="checkbox"/> By no later than July 13, 2018	2018-19 Center Calendars	Submit your 2018-19 calendar(s) to Tiffany Lyons at <a href="mailto:TLyons@psed.org">TLyons@psed.org</a> .	<a href="#">Center Director Hub</a>
<input type="checkbox"/> August 15	<b>ECEAP Only:</b> Actual Year-End Final Reimbursement Claim Form	Questions and submissions: <a href="mailto:elfiscal@psed.org">elfiscal@psed.org</a>  Mail document(s) with original signatures to: PSESD EL Fiscal 800 Oakesdale Ave SW Renton, WA 98057	n/a

### Ongoing

Due Date	What	Tips	Documents and Links
<input type="checkbox"/> Monthly	To Do Lists (Deliverables) -Education -Health, Nutrition, Safety -Family Support	Review all lists and ensure that site staff are carrying out deliverables accurately and within established timelines.	<a href="#">To Do/Deliverables section of ELWA</a>

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Due Date	What	Tips	Documents and Links
<input type="checkbox"/> Monthly	<b>ECEAP Only:</b> Review Staff Monitoring Report in ELMS and follow-up with staff as needed	Contact Cheryl Habgood with questions. ( <a href="mailto:CHabgood@psed.org">CHabgood@psed.org</a> )	<a href="http://elms.del.wa.gov">http://elms.del.wa.gov</a>
<input type="checkbox"/> Monthly, 10th of each month	<b>ECEAP Only:</b> ELMS Monthly Report	Submit monthly report in ELMS.	<a href="#">ELMS Monthly Report Instructions</a>
<input type="checkbox"/> Monthly, within 45 days of month's end	Monthly Reimbursement Claim	Submit claims and documentation of expenditures). Questions: Linda Donley ( <a href="mailto:LDonley@psed.org">LDonley@psed.org</a> )	<a href="#">Fiscal section of ELPM</a>
<input type="checkbox"/> Ongoing, as staff are hired	Criminal Record Check (before hire or conditional hire)  Staff Information Form (within 5 days of hire)	Pay close attention to the criminal background check and fingerprint requirements and timelines.  Parent participation in the hiring process is a requirement.	<a href="#">Hiring &amp; Staff Qualifications section of the ELPM</a>
<input type="checkbox"/> Ongoing	Deliverables Calendar	Review Deliverables Calendar for upcoming due dates.	Included in subcontract
<input type="checkbox"/> Ongoing	Center Collaboration Meetings	Attend face-to-face and/or conference call Center Collaboration Meetings.	<a href="#">PSESD Support Teams section of ELWA</a>
<input type="checkbox"/> Ongoing, as needed	Review Find a Classroom	Ensure site addresses and phone numbers are accurate. Send changes to Mike Conardo ( <a href="mailto:MConardo@psed.org">MConardo@psed.org</a> ).	<a href="#">Find A Classroom page on ELWA</a>
<input type="checkbox"/> Ongoing, as purchases are made	Log purchases into Inventory Database	Purchases valued at \$300 or more logged into EL Inventory Database.	<a href="http://Classes.EarlyLearningWA.org">Classes.EarlyLearningWA.org</a>
<input type="checkbox"/> Ongoing, as needed	Changes to Center Calendars	Submit any calendar revisions to Colette Dutton ( <a href="mailto:CDutton@psed.org">CDutton@psed.org</a> ).	

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<input type="checkbox"/> Ongoing, as needed	Prior Approval from PSESD	<p>Obtain written prior approval from Talena Dixon (<a href="mailto:TDixon@psesd.org">TDixon@psesd.org</a>) before:</p> <ul style="list-style-type: none"> <li>Enrolling over-income children. Include your Family Engagement Coach and Team Manager on communication about enrollment.</li> <li>Changing class start or end dates.</li> <li>Adding or moving an existing site or class.</li> <li>Adding a new class or changing a classroom location.</li> <li>Beginning a major remodeling of the site, including planned use of space not previously approved by the fire marshal's office or DEL.</li> <li>Changing the number of slots assigned to a site.</li> <li>Changing a service area boundary.</li> <li>Purchasing equipment with unit costs of \$5,000 or greater including ancillary costs, or procuring playground or facility improvements with a total cost of \$5,000 or greater including ancillary costs, paid fully or in part with ECEAP funds.</li> <li>Selling or disposing of equipment purchased using program funds.</li> <li>Changing Center’s legal status, Center Director, or organizational structure related to the program.</li> <li>Implementing exceptions to ECEAP Performance Standards.</li> <li>Scheduling non-student days, if providing Extended Day model.</li> </ul>	Included in subcontract