

Welcome to Policy Council!

1. Pick up the handouts from the table in the back of the room
2. Complete your **Parent Leadership Reimbursement Form** and the **forms in the front pocket of your binder** and turn them in to the Inbox in the back of the room

November 14, 2017

www.earlylearningwa.org > Governance > Policy Council



4H Activity:

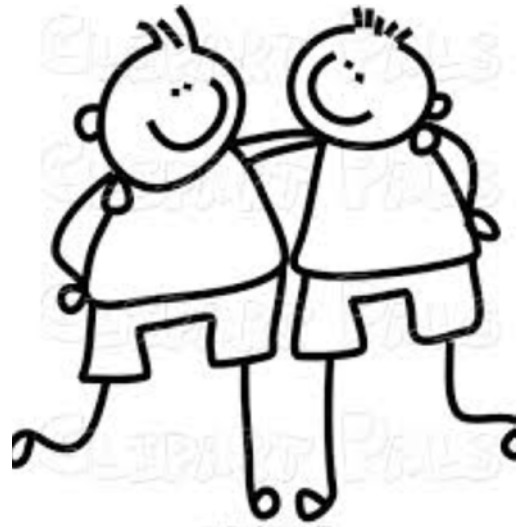
High Five



Hello



Hug



Handshake



Review Today's Agenda:

- Welcome and Introductions
- Policy Council and Governance Overview, Committees
- Binder Scavenger Hunt
- Policy Council Business
- Liaison and Committee Reportbacks
- Recognition of 2017/18 Parent Representatives
- Community Representatives: Past Parents and Agency Community Representatives
- Leadership Team Elections



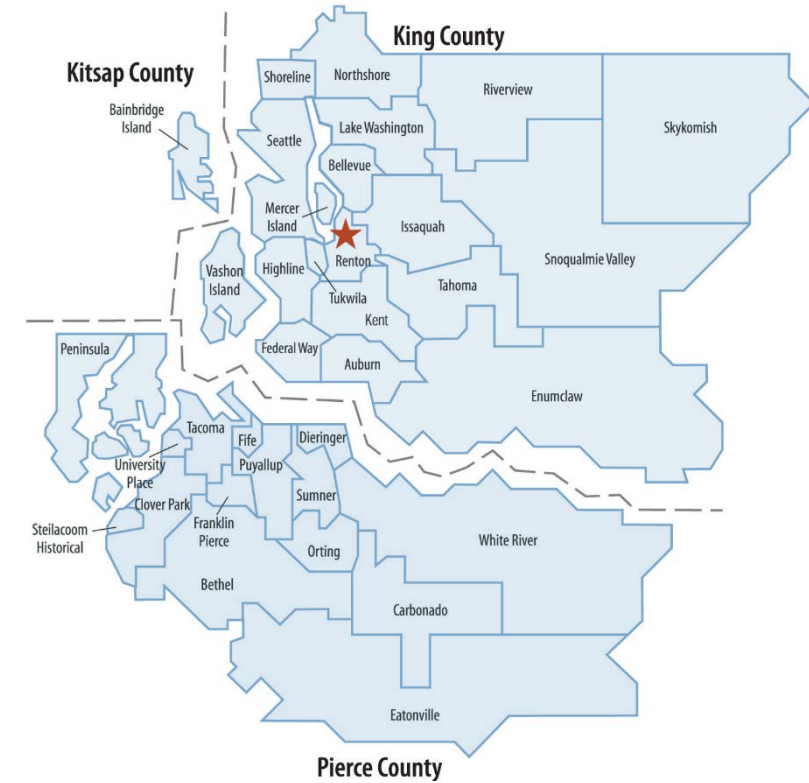
REMINDERS

- Complete Parent Leadership Reimbursement Forms:** Forms must be turned in to INBOX at back of room by 11 a.m. to receive check today
- Smoking area:** Behind building near the dumpster or on the sidewalk by the road. No smoking on PSESD property
- Cell Phones:** Put on silent or vibrate

Policy Council Training and Overview

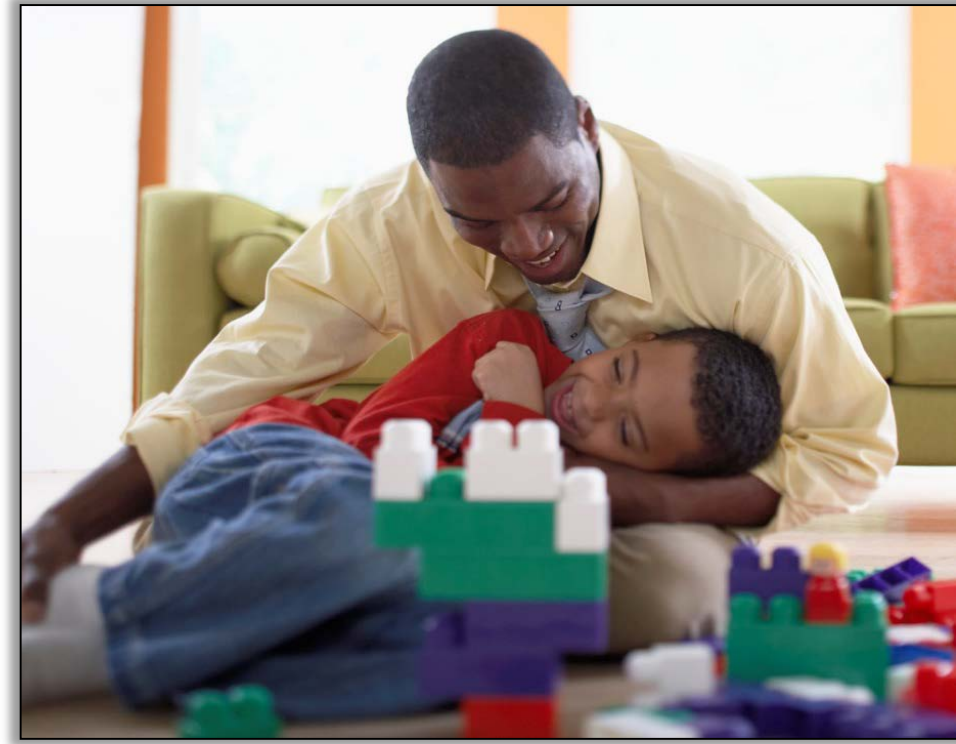
Who We Are:

- Puget Sound Educational Service District (PSESD)
- The programs we offer:
 - Head Start & Early Head Start: Federally-funded
 - ECEAP: State-funded
- Your child is enrolled in a site or model that we oversee and fund
- Our goals are:
 - Support readiness and success for school and life
 - Strengthen families to ensure the well-being and healthy development of the next generation



POLICY COUNCIL REPRESENTATIVES

- ❑ Are a group of parents who make important decisions about how the whole Early Learning program should operate
- ❑ Are elected at their center or site
- ❑ Join with administrative staff and the PSESD Board to make sure the program works for all of the families in Pierce and King counties



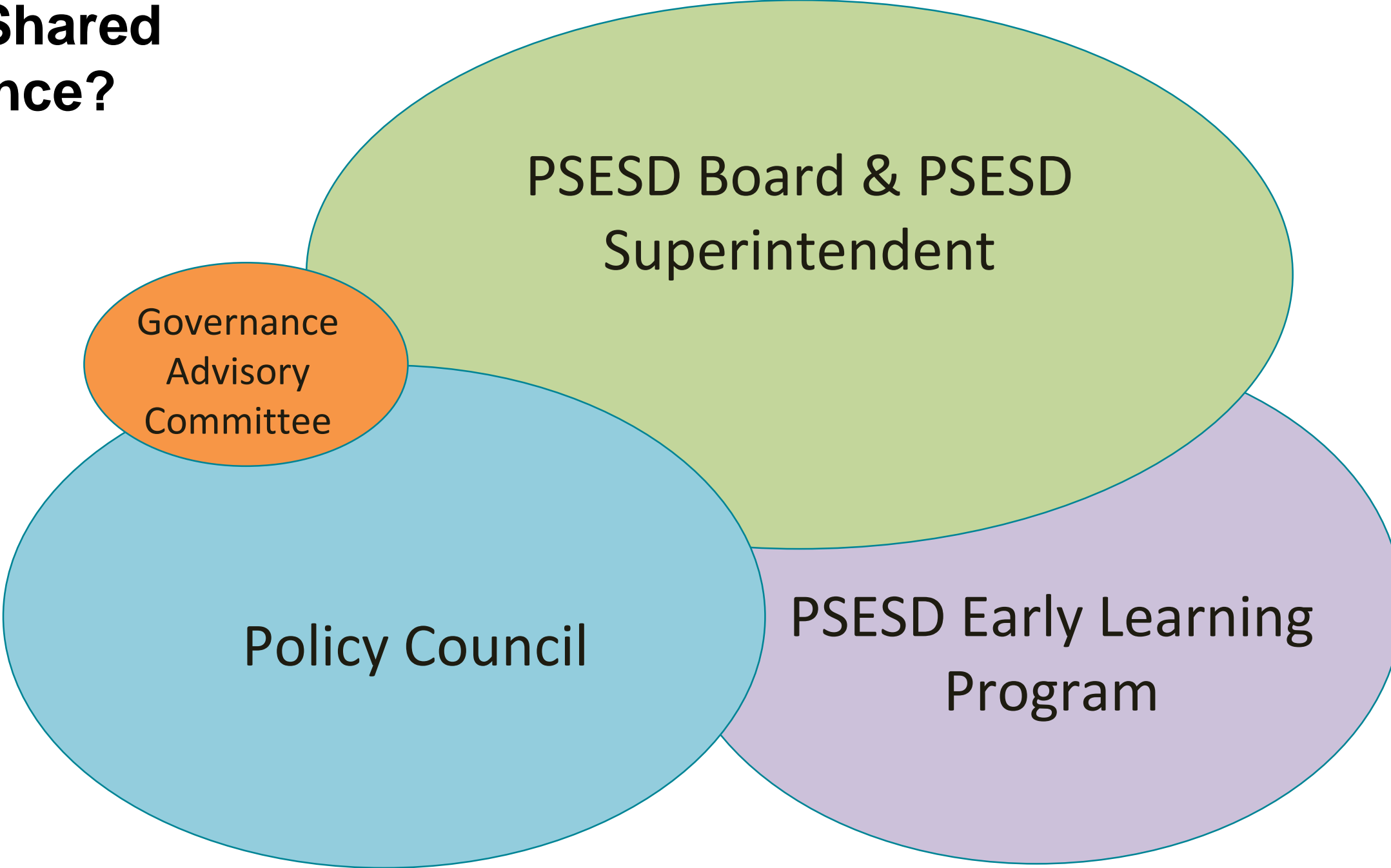
WHY POLICY COUNCIL?

- Opportunity to help your child and center and to make the whole program run better
- Leadership skills
- Knowledge about how large organizations and budgets work
- Meet other parents
- Chance to work with others in a group
- Experience joining with others to speak up for the interests and rights of children and families

APPROVE OR DISAPPROVE

- Work in partnership with the PSESD Early Learning staff to provide input and recommendations
- Must have information to make decisions
- You vote to approve or disapprove
 - Approve = Green light, Yes
 - Disapprove = Red light, No
 - Abstain = Yellow light, Not sure or not able

What is Shared Governance?



Shared Governance

GOVERNING BODY

Legal and fiscal responsibility for Head Start, Early Head Start & ECEAP, must safeguard state and federal funds and provide program oversight

WHO? PSESD Board of Directors and PSESD Superintendent

GENERAL RESPONSIBILITY: PSESD Early Learning (Head Start, Early Head Start and ECEAP) legal and fiscal, safeguarding state and federal funds and to partner with PSESD Early Learning Policy Council and the PSESD Early Learning Administration staff.

APPROVAL/DISAPPROVAL: Early Learning policies & procedures, financial reports, audits, funding applications , ERSEA, Budgets, plans, etc.

Shared Governance

POLICY COUNCIL

Assume responsibility for oversight and direction of the PSESD Early Learning Program

WHO? Parent reps elected from centers/sites plus past parent reps, community reps and PSESD Governing Board rep(s)

APPROVAL/DISAPPROVAL: of policies, grant applications, budgets, plans, self-assessment, and other items proposed by PSESD Early Learning Administration.

Policy Council also provides program oversight and program direction

Shared Governance

PSESD EARLY LEARNING ADMINISTRATIVE STAFF

Responsible for operations, providing leadership, support, accountability and strategic planning and implementation

WHO? PSESD Early Learning Associate Superintendent , PSESD Early Learning Leadership team and all the Administration staff

OPERATIONAL RESPONSIBILITY: to ensure systems are in place that support delivery of high quality services, propose policies, procedures, plans, and methods for running the program. Conduct program planning, program self assessment and on-going monitoring.

Shared Governance

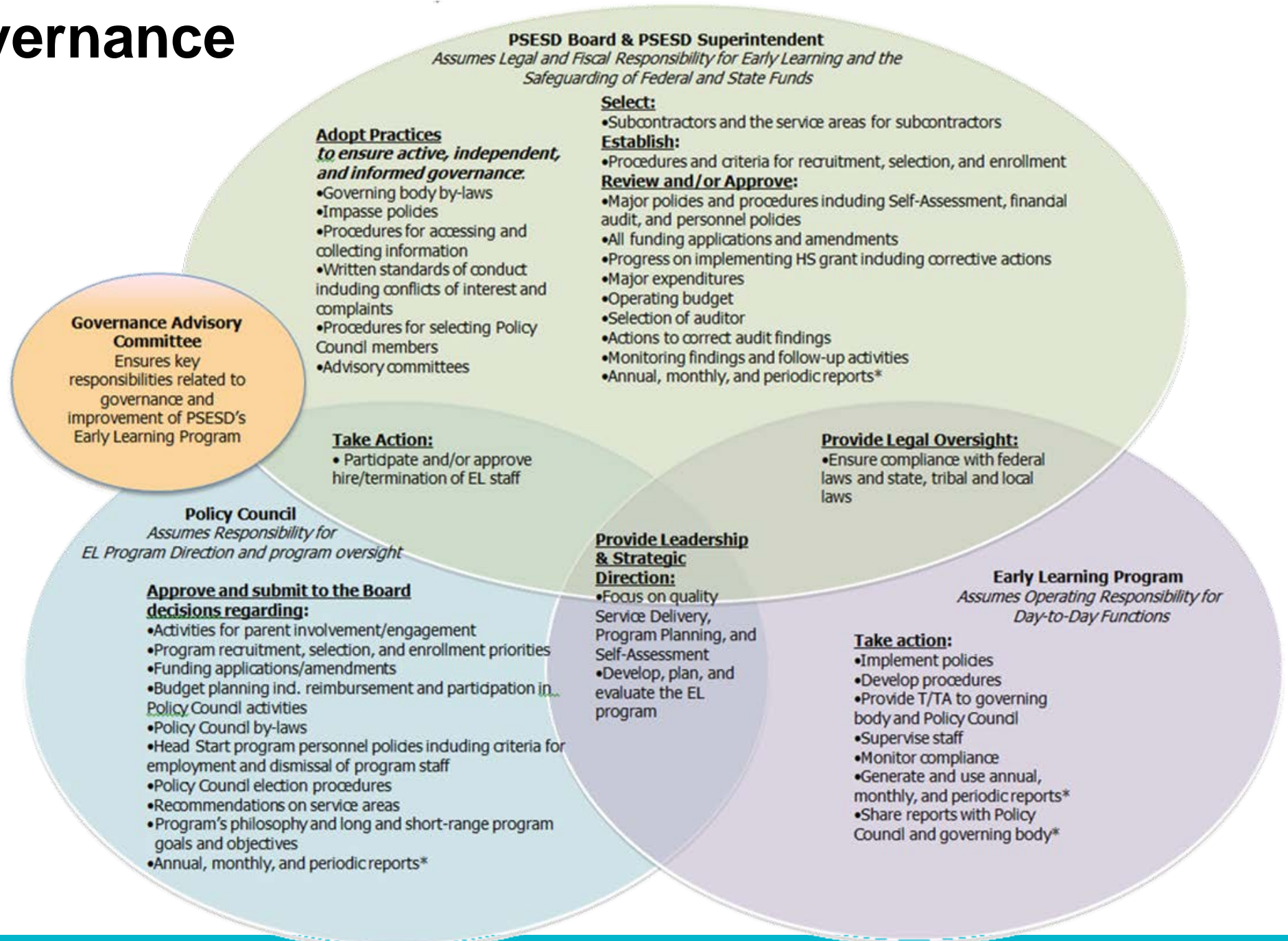
PSESD GOVERNANCE ADVISORY COMMITTEE

oversee key responsibilities related to shared governance and the continuous improvement of PSESD's Early Learning program

WHO? Two Policy Council Co-Vice Chairs, Two PSESD Board Members

OPERATIONAL RESPONSIBILITY: to ensure the communication link between the PSESD Board and Policy Council is strong, ensures deep and meaningful participation of the PSESD Board as required by federal and state regulations.

Shared Governance



Binder Scavenger Hunt

Work with your table mates to complete the
Binder Scavenger Hunt Worksheet

Policy Council Business

MEETING MINUTES

(GOLD HANDOUTS)

HOW TO VOTE

- ❑ Only parent representatives can vote
- ❑ Each option on the screen is an option on the clicker (match by the number)
ex: answer 1 = button 1
- ❑ Vote every time a vote is called for
- ❑ Only one vote per clicker is counted



Meeting Minutes

- ❑ I, **name**, motion that the October meeting minutes have been presented, reviewed, and that all questions were answered.

- ❑ I, **name**, second the motion.
 1. Accept
 2. Oppose
 3. Abstain

TREASURER'S REPORT

(GREEN HANDOUT)

Treasurer's Report

- ❑ I, **name**, motion that the September Treasurer's Reports have been presented, reviewed, and that all questions were answered.

- ❑ I, **name**, second the motion.
 1. Accept
 2. Oppose
 3. Abstain

FISCAL REPORTS

(BLUE HANDOUT)

BUDGET AND PROCUREMENT CARD REPORT 2016/17

Grant Name	Budget Spent (as of 10/13/17)	Procurement Card Charges (for September)	Program-Year Grant Period			Number of Slots	Grant Amount
			Program Year	Total # of Months	# of months passed ÷ total months		
Head Start 412	80%	\$6,893.78	November 1, 2016 to October 31, 2017	12	92%	1,344	\$15,228,865
Early Head Start 412	102%					201	\$3,161,769
Early Head Start Childcare Partnership 007	88%		September 1, 2016 to August 31, 2017	12	100%	160	\$2,909,277
Head Start Expansion 187	66%	\$212.63	November 1, 2016 to October 31, 2017	12	92%	187	\$1,946,577
ECEAP	97%		July 1, 2016 to June 30, 2017	12	100%	2,805	\$22,928,539

- Leadership Team reviewed the full reports on 11/7/17
- Full reports will be available on the Policy Council website following this meeting

BUDGET AND PROCUREMENT CARD REPORT 2017/18

Grant Name	Budget Spent (as of 10/13/17)	Procurement Card Charges (for September)	Program-Year Grant Period			Number of Slots	Grant Amount
			Program Year	Total # of Months	# of months passed ÷ total months		
Early Head Start Childcare Partnership 007	3%	\$22.20	September 1, 2017 to August 31, 2018	12	1%		
ECEAP	3%	\$2,029.91	July 1, 2017 to June 30, 2018	12	17%	3,038	\$26,475,619

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IN-KIND REPORT 2016/17

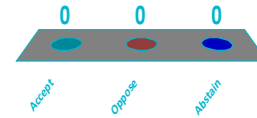
Grant Name	In-Kind Documented (as of 10/26/17)	Contract-Year Grant Period			Number of Slots	Grant Amount
		Contract Year	Total # of Months	# of months passed ÷ total months		
Head Start 412	85%	November 1, 2016 to October 31, 2017	12	83%	1,344	\$15,228,865
Early Head Start 412	51%				201	\$3,161,769
Early Head Start Child Care Partnership 007	100%	September 1, 2016 to August 31, 2017	12	100%	160	\$2,909,277
Head Start Expansion 187	136%	November 1, 2016 to October 31, 2017	12	83%	187	\$1,946,577

- Leadership Team reviewed the full reports on 11/7/2017
- Full reports will be available on the Policy Council website following this meeting

Fiscal Summary

- ❑ I, **name**, motion that the October Fiscal Summary, which reflects the:
 - September Budget, Procurement Card Reports, and In-Kind Reports

Has been presented, reviewed, and that all questions were answered.



- ❑ I, **name**, second the motion.

1. Accept
2. Oppose
3. Abstain

Response
Counter

Answer
Now

Recognition of 2017-18 Parent Representatives

Community Representatives

Community Representatives

Past Parents

- After your child has left early learning, you can continue on Policy Council as a Past Parent
- Add consistency and leadership to council
- Mentor and support new parent reps
- There is a 3-year term limit for any Policy Council Representative



SLATE OF PAST PARENTS

ECEAP

HEAD START

Past Parents

I, **name**, motion to approve the slate of 2017-18
Past Parents as Community Representatives.

I, **name**, second the motion.

1. Accept
2. Oppose
3. Abstain

COMMUNITY AGENCY REPRESENTATIVES

Community Agency Representatives

- ❑ I, **name**, motion to approve the slate of 2017-18 Community Agency Representatives as Community Representatives.

- ❑ I, **name**, second the motion.
 1. Accept
 2. Oppose
 3. Abstain

Lunch

Please return by 12:45

LEADERSHIP TEAM ELECTIONS

- Must be nominated (you can nominate yourself!)
- 1 minute speech about yourself and why you would be good in position
- If you aren't elected, you can run for another position

CO-CHAIR, ECEAP

CO-CHAIR, HEAD START/EHS

CO-VICE CHAIR, ECEAP

CO-VICE CHAIR, HEAD START/EHS

SECRETARY/TREASURER (POSITION 1)

SECRETARY/TREASURER (POSITION 2)

MEMBER-AT-LARGE, ECEAP

MEMBER-AT-LARGE, EARLY HEAD START

MEMBER-AT-LARGE, PRESCHOOL HEAD START

WSA REPRESENTATIVE, ECEAP

WSA REPRESENTATIVE, HEAD START/EHS

ADJOURN

Next Policy Council Meeting:

- December 19th, 2017
- 10:00 AM – 2:00 PM
- Puget Sound ESD

