

Policy Council Minutes

February 28th, 2018

Members Present: Steph Carpenter, Charin Godbolt, Savannah Strickland, Hatsi Trevathan, Audreena Tom, DJ Sullivan

Staff Present: Jacki Haight, Star Hagen, Marie Tabanera

Tribal Liaison: Lena Tunkara

Meeting called to order at 10:10am.

Approve Minutes/Activities: Dec. 12th, 2017, Jan. 17th, 2018 1&2.

DJ motions to approve all documents. Hatsi seconds the motion.

Additions/Approval of Agenda: Feb 28TH, 2018

The Child Care Fee Discussion is added under Old Business. Savannah motions to approve the agenda with the addition, Hatsi seconds.

Old Business:

1.Review Election Results 2018-2019

The following members have been voted in for 2018-2019

Hatsi Trevathan, Steph Carpenter, DJ Sullivan, Audreena Tom, Charin Godbolt, Judy Hunt.

Three alternates have also been selected. Orientation is needed for the new members; current Policy Council members wish to join to review by laws. Regular meetings will take place on the third Wednesday of every month, the next meeting scheduled for March 21st, 2018. A date for orientation will be arranged by Jacki.

2. Update on EHS Major Renovation

Marie presents the draft floor plan of the new construction. Meetings will continue with the architect and staff/PC to comment and make adjustments to the plan. The next meeting is scheduled March 7th. Marie explains the room shape and how it will enhance curriculum and classroom structure. Star discusses the policy for emergency preparedness and how to notify parents. Making sure the building is secure is part of the remodel process as well. A front desk area is disused, perhaps as a way for visitors to sign in before accessing the classrooms. Joe Sparr is preparing more detail to review with PC.

Action: A plan and drill need to be created for an active shooter on the premises.

3. Child Care Fee Discussion

DJ updates PC on the meeting with billing staff. The current policy and fee schedule will not have any major changes. The new billing staff feel as though the current process is a good one and with new leadership and organization now in place, improvements are expected. There is a two-week notification period for families to notify center about changes to their childcare schedule. The \$25.00 registration fee will now be included in the September invoicing – previously it was a separate charge,. Wording in the application for the new school year will be updated to better explain the invoicing and credits. DJ

offers to assist the accounting staff with software changes to invoicing. Discussion also took place on when to address past due amounts, payroll deduction, and families who use Working Connections (or should be). Lena may be able to share a contact person to help families navigate the state website. More follow up is still needed.

New Business:

1. OHS CLASS

OHS retracted their original comment period and opened a new period addressing a different topic. Jacki will create a new statement.

2. ERSEA Update

Steph explained the previous ERSEA meeting topic. Outside resources were requesting the spot be held for the family during a 6 month period away. The situation happened to work out well, it will happen during a transition period. The spot will be held for the family.

PC discussed the current process of accepting applications during a specific time frame. Families could potentially miss a spot since they are told to not apply until the time period begins. An outreach form is brought up – it may help identify families who want a slot, without requiring an entire application be submitted. ERSEA will meet again.

3. Parent Committee Meeting

Nearly \$10,000 been raised by employee donations.

4. Health Services Advisory Committee Meeting Minutes

This group meets twice per year to discuss health service requirements. Ideally a Policy Council member should attend. Hatsi will attend the May meeting.

5. Director's Report

Positions are open, some vacancies in the future need to be planned for to accommodate staff moving, short term dis. leave, etc.

6. Child Health & Safety-Tabled.

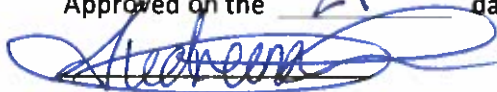

7. Upcoming Trainings-Tabled.

Sharing:

1. OHS Program Information-Tabled.

Meeting Adjourned at 11:35am

Approved on the 21st day of March 2018.

Policy Council Member

Policy Council Member

**Port Gamble S'Klallam Tribe
Early Childhood Education Program
Policy Council Minutes
March 13, 2018**

ECE Policy Council Orientation

Members present: Donald Sullivan, Audreena Tom, Hatsi Trevathan, Charlie Trevathan, Judi Hunt

Staff Present: Jacki Haight

The meeting was called to order at 11:00 am.

The purpose of the meeting was to orient the newly elected Policy Council members to their responsibilities.

Action steps:

1. Follow up with the first regularly scheduled meeting on 3/21 at 10am

Approved on the 21st day of March 2018.


Policy Council Member


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