

## Policy Council Meeting Minutes

April 18, 2018

**Members Present:** Steph Carpenter, Charin Godbolt, Audreena Tom, Judi Hunt, Hatsi Trevathan, DJ Sullivan

**Tribal Liaison:** Lena Tunkara

**Staff:** Jacki Haight, Marie Tabenera

**Guests:** Joe Sparr

The meeting was called to order at 10:04am.

Judy Hunt motions to approve the 3/21/18 minutes. Charin seconds the motion, minutes are approved.

Jacki removed ERSEA and Parent Committee from the current agenda, minutes approved. Hatsi motioned to approve the agenda. Charin seconds the motion, agenda passes.

### Extension/Building Project Update

Joe shared the floor plans the architect will use to go out for bid. The plans are being reviewed by Maintenance, IT, Utilities, and Legal for review. Jacki stated they also need to be sent to Dr. Lindquist. The plans will also be posted to the community. The plans do not need to be approved by council. There is a full binder that has all the details for the project. Joe is hoping for all feedback by next week. Bids to come in mid-May and then construction to begin in June. There will be a module for two classrooms that will have its own septic tank that will need to be pumped. The module will be paid through access money in the federal budget.

Playground extension, Lena had put in a request to relook at taking it to council. Jacki stated that if it went back it needed to go into the larger budget for the road. Audreena will send an email to Lena, Policy Council, and staff that are interested in revisiting the playground expansion into the road. There was discussion about taking to Culture regarding the proposal and getting their support.

### Old Business

1. **Personnel Updates:** Lena Tunkara was hired for the Education Manager position, out of three applicants. She will start May 3<sup>rd</sup>. Center is fully staffed, and Matias has been training to be an on-call staff. Recruitment needs to be done for an on-call bus driver. Steph recommended reaching out to the school district bus driver for the summer months.

**NEEDS ACTION:** Jacki reach out to School District for summer on-call bus driver

2. **Review Health and Safety Policies/Procedures:** HS12 Heila Blair, Together for Children Nurse, would like the degrees of diarrhea to be removed under the other sections in section 2, because diarrhea in its self is an illness. Steph motions to approve revisions to HS12 and Charin seconds the motion, motion approved.  
HS2 Policy, EHS staff agreed that if they removed a bug they would be ok with kids staying. Policy Council feels that they should be sent home. It was decided that center will be a no-nit and no-bug center. A parent will be contacted to pick up their child to treat them and their belongings. They can then be re-evaluated and allowed back into center. Steph will make revisions and then send out to policy council for approval.

**NEEDS ACTION:** Steph update HS2 with revisions and Jacki send out via email for approval

3. Policy Council By Laws- A change will be made to the Policy Council By Laws to change the current revision of stipending tribal elders to state a Stipend for Non-Tribal Employees to participate on the council will be determined annually as budgets are available.

NEEDS ACTION: Jacki change Tribal Elders to Non-Tribal Employees in the By Laws and send via email for approval.

There was a discussion regarding is a section needs to be added to the By Laws regarding a parent that are not on Policy Council that would like to serve on a committee. The addition will be made to Article VII- An active parent committee member may serve on Policy Council special committees per policy council's approval. Jacki will make both of these changes and send out via an email vote for the two changes in the By Laws.

NEEDS ACTION: Jacki make changes to BY Laws for committees and send out via email for approval.

4. Update on Office of Head Start Certification of Health and Safety Screening: The fire system had to be complete before the screening could be completed. As of today, the system is inspected and operating. Once the Fire Department and Dr. Lindquist do their pieces it will come to PC in May.
5. Self-Assessment Plan: The school readiness domains were added to the Plan section of the ECEP Philosophy and Business Plan. Audreenea requested that Cultural be changed to Culture under the values. Charin had questions regarding the values of willing to learn and nurturing. With the change of culture, DJ motions to approve the plan and Judi seconds the plan, plan approved. Star will work on changing the format/font.

NEEDS ACTION: Star make change from Cultural to Culture and adjust format/font.

6. Emergency Action Plan: There is a Safety Coordinator that was approved by council to help departments with emergency plans. Jacki will continue working on the plan and hold off on finishing the ECEP plans until the Safety Coordinator comes on board. Steph would like to work on backpacks for ECEP classrooms and collaborating with Youth and Education for supplies. Steph will work with Star for an application for the June Tribal Appendix X.

NEEDS ACTION: Steph and Star met about applying for June Tribal Appendix X for emergency supplies for ECEP, Education and Youth.

#### New Business

1. Update to Community Assessment: PC members review the assessment by next meeting and be ready to approve at the next meeting.
2. HS/EHS & EHS Expansion Budget Revision/Carry Over: Discussed when Joe was here. The funding will be used for the modular trailer through the federal budget revision from salary/fringe/indirect. In addition, changing tables and new cribs will be paid for out of the same funding. The normal federal operation grant will carryover for the new freezer and replace the roof during the new construction.

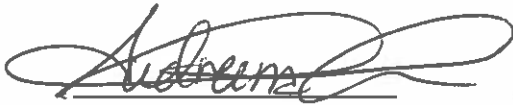
*Approved on June*

3. Grievance Policy, DJ asked regarding an item from a parent if it should add to the agenda. Jacki said it came to her and she responded per the policy of a grievance. The policy will be reviewed at the next meeting.
4. Director's Report: Updates will be sent out via email.
5. Upcoming Training: Steph and Hatsi for Policy Council and three ECEP Staff are going to Nashville for the National Indian Head Start Directors Association Management Conference.

Next Meeting will take place May 16,2018 at 10am.

**Meeting adjourned at 12:10pm.**

Approved on the 22<sup>nd</sup> day of May 2018



Policy Council Member



Policy Council Member

**Port Gamble S'Klallam Tribe  
Early Childhood Education Program  
Policy Council Minutes  
May 11, 2018**

A request for an electronic poll vote via e-mail was initiated on April 18, 2018.

The purpose of the poll vote was to approve 2 items:

1. 2018 PC By Laws
2. HS2Short (child health & safety short term exclusion)

A quorum of 4 PC Members voted.

All present approved both items.

Action steps:

Approve

1. 2018 PC By Laws
2. HS2Short (child health & safety short term exclusion)

Approved on the 22<sup>nd</sup> day of May 2018.

  
Policy Council Member

  
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