

Policy Council Meeting Minutes

May 22, 2018

Members Present: Steph Carpenter, Charin Godbolt, Audreena Tom, and Judi Hunt,
Staff: Jacki Haight

The meeting was called to order at 10:03am.

Judy Hunt motions to approve the 4/18/18 minutes. Steph Carpenter seconds the motion, minutes are approved.

Charin Godbolt motions to approve the minutes from 5/11/18 from the electronic poll for 2018 PC By Laws and HS2Short (child health & safety short term exclusion).

Jacki adds policy council member attendance to new business. Charin Godbolt motioned to approve the agenda. Judy Hunt seconds the motion, agenda passes.

Old Business

1. Approve Office of Head Start (OHS) Certification of Health & Safety Screening

Dr. Lindquist completed his safety occupancy survey, Jacki went to council to have them approve the screening tool, and NK Fire completed their walk through. NKFR had a few minor recommendations such as supplies by sprinklers. At Tribal Council, there was a conversation regarding not having new sprinklers in the new renovation on the Early Head Start rooms. Grant writers will be looking at possible funding to support this through the Department of Commerce for buildings. The three items for addition into the budget are: the increased play area, water sprinkler in the renovations, and the walk-in freezer. Judy Hunt motions to approve the Certification of Health and Safety Screening and Charin Godbolt seconds, certification approved.

The Raccoon (4/5-year-old class) practiced Danger, Danger, with a buzzing bee scenario that they had to get away from.

2. Update on Self-Assessment Plan

Jacki is looking at redistributing activities, it was given to staff last month, and she has only received one back. Interviews will be done with each teaching team with Jacki and Lena instead of having them complete forms.

We need a new member from Tribal Council because the Policy Council Advisory position is vacant. Audreena will send an email to Destiny through the Tribal Council email and cc Jacki, Kara, and Kelly.
ACTION NEEDED: Council to assign TC Advisory Position for Policy Council

3. Update to Community Assessment

Audreena is sending the Community Assessment out to members and asking them to review. An electronic poll vote will be conducted for approval.

ACTION NEEDED: Electronic poll vote for Community Assessment

4. Update on HS/EHS and EHS Expansion Budget Revisions and Carry Over Requests

Since the budget modification was approved Jacki needs to request a Carry Over. The Carry Over cannot be completed until the financial report is completed. It is due in July but Jacki is hoping to get it done with Alice earlier. There is a federal debt that is holding up grant awards that accounting is

working on. It is making actions pending. Jacki will send out two resolutions via email for approval for the HS/EHS and EHS Expansion carryovers that cover the modular, roof, freezer, and changing tables.

ACTION NEEDED: Two carryover resolutions will be sent out via email for approval.

New Business

1. Approve SY 2018-2019 Calendar

Audreana raised concern on the bus time and not arriving on time which is cutting into hours. Jacki does not think the hours will be jeopardized but will do an improvement plan and is working on it with staff.

Due to low attendance and the new buildings opening it is proposed to closed center on December 27th and 28th. Staff can ask for it off or work around center.

ACTION NEEDED: The list view needs to include the conference days so families know there is no HS school. On the key for the triangle for HS conferences we could also add No School, Head Start. On the calendar view the in-service days need to have something that can be seen on a copy. A square outline around those days would be visible. Move Christmas break to follow the school districts of break being December 24 to January 4.

Also adding that center will be closed for childcare December 27th and 28th.

2. ERSEA Update

For childcare and attendance policies Jacki is going to ask Melissa for the hand-written changes of notes and will be tabled until next meeting. The ERSEA committee did not approve the revisions. The version that was sent out did not include the changes.

ACTION NEEDED: Jacki will ask Melissa for the notes from the policy revisions that way we can compare them to the typed-up revision that was provided.

A child was dis-enrolled from the infant class and a new child with the most points. This child has started in center.

A discussion regarding ERSEA selection and using the straight forward language of eligibility. ERSEA does not need to know the details of points or situations.

3. Health Services Advisory Meeting Minutes

Update for meeting is that Dr. Hayes is no longer at the Dental Clinic.

Dr. Lindquist would like a retired Dr. from Indianola to do some screening work at center. The next meeting is in August.

4. Parent Committee Meeting Minutes

The May meeting was cancelled due to the DV training. The ECEP Teachers will be doing their DV training in June.

5. HS/EHS and EHS Expansion Budget Cost of Living Adjustments

Head Start is giving a 2.6% cost of living for 2018. ECEP staff get the COLA from the Tribe although it is not always awarded in the federal funding. In addition, there is a T/TA increase for training. There is still another grant coming for cost of living.

ACTION NEEDED: Jacki will send out a resolution request for the COLA including a budget.

Upcoming Training Opportunities

- NIHSDA Conference- June 11-14, 2018 in Nashville, TN
- Conscious Discipline Family Gathering- 5/22/18

Sharing

1. Kindergarten registration, how do we help families get signed up. Collaborating with Education.

Next meeting will take place June 20th, 2018 at 10am.

Meeting adjourned at 11:57am.

Approved on the 20th day of June 2018

Mary B. Hanna Haji M. M. M. M.

Policy Council Member

Policy Council Member

**Port Gamble S'Klallam Tribe
Early Childhood Education Program
Policy Council Minutes**

May 31, 2018

A request for an electronic poll vote via e-mail was initiated on May 22, 2018.

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

1. FY 2018 COLA Request for EHS/HS and EHS Expansion Grants-due 6/14/18
2. FY 2017 Carry Over Balance (COB) for EHS Expansion/EHS Supplement (Roof) and HS Supplement (Freezer)- due ASAP

All PC Members received an e-mail on 5/31/18 with 4 Resolutions attached. Four members responded and voted to approve.

Action steps:

Approval of

1. FY 2018 COLA Requests
2. FY 2017 COB Requests

Approved on the 20th day of June 2018.

Mary B. Hanna
Policy Council Member

Hatzi Irevathan
Policy Council Member