EHS Policy Council Members Present:
Alyssa Arrell
Candice Capoeman
Bethany Elliott
Adara Fletcher
Robert Fritz
Emily Sinka
Nicki Beer – Head Start/ECEAP Representative

Policy Council Members Not Present:
Karly Largin
Samantha Sattleen
Flo Stromenger

EHS Staff Members Present:
Carolyn Sola: EHS Director
Ray Roberts: EHS Parent and Community Engagement Manager

Items provided before the meeting in a mailing included:
- Meeting Reminder Flyer and Map
- December 4, Policy Council Meeting Agenda
- November 13, 2014 Policy Council Meeting Minutes Draft
- October 2014 Program Monitoring Report (PMR)
- Updated Policy Council Contact List

The general session meeting was called to order at 12:09 p.m. by Chairperson Robert Fritz.

Policy Council Attendance was taken – Quorum was met to conduct business.

November 13, 2014 Meeting Minutes: A second draft of the meeting minutes for the November 13, 2014 meeting were handed out and time provided for review. The two changes from the previous draft provided in the mailing were discussed.

Following discussion the Chairperson called for a motion.

Candice Capoeman motioned that the updated November 13, 2014 Meeting Minutes (handed out at the meeting) be approved as submitted. Adara Fletcher seconded the motion and it was unanimously approved.
Communication from the Public - Information Item

Newly elected Head Start/ECEAP Chairperson Nicki Beer was present and provided a program update that included The Head Start/ECEAP Policy Council met on Friday November 21 where they:

- Elected new officers and Policy Council members made committee selections.
- Approved new and revised Policies and Procedures
- Received training and information on
  - Governing Board
  - Confidentiality and accurate reporting
  - Impasse/Grievance Policy and Procedure
- Heard from guest speaker, Angie Webley, who spoke about the Head Start Parent, Family and Community Framework.

The next Head Start/ECEAP Policy Council meeting will be held on either December 18 or 19.

EWU EHS Staff Report - Information Items

EHS Director Carolyn Sola provided the Staff Report including:

- Review October Program Monitoring Report (PMR): Time was provided for any questions or feedback on the October PMR.
- Office of Head Start (OHS)- Region X and Federal Updates:
  2.1 December 1 Meeting with Region X OHS: Discussed the highlights of the routine meeting held with EHS Director Carolyn Sola and OHS Grants Management Specialist Melissa Calhoun, (Region X Program Specialist Maria Wilson was unavailable due to illness) which included discussion regarding:
    - The instructions for the new grant application process with the change to a 5 Year Grant. EWU EHS will still be required to submit an application with a budget each year. EWU EHS is planning to discuss with Maria Wilson what else is required with the new progress report that is now required.
    - Whether or not funding could be carried over from year to year with the 5 Year Grant. Learned that in general, the federal government still wants programs to spend from grant year to grant year without carryover.
    - The ideas under consideration by the Policy Council Budget Committee and EHS Management regarding the possible purchase of new EHS work vehicles, and by the Ad-Hoc Socialization Committee regarding the reimbursement of transportation costs for families attending Play & Learn Socializations.
Governing Board Update: The Governing Board is still awaiting EWU Board of Trustee (BOT) action on the process for appointing new EWU EHS Governing Board members especially in instances of member retirement and filling vacancies. The next Governing Board meeting is tentatively set for January 2015, with the date yet to be decided. EHS Policy Council Executive Committee members were invited to attend.

Program Improvement Highlights

3.1 Program Information Report (PIR): The program is still in the process of completing the final update to the PIR and adding School Readiness report items to it. The Annual Report draft is planned to be brought for review and approval at the January 8 meeting. The July 1, 2012 – June 30, 2013 Annual Report was reviewed and members provided input on additional information items that they would like to see added to the Annual Report. Suggestions included:

- Adding information about the distances that families have to travel for various services, groceries and etc.
- Showing more information or graphics on the numbers of families that are under-income or considered low income.
- Discussing the lack of service providers and adding some of the low-income, low employment information pieces regarding the service area.
- Adding information on parent education levels, and employment statistics.

Nicki Beer noted that one of the questions asked on Head Start/ECEAP’s application is, “did your child participate in Early Head Start,” and discussion followed regarding whether it would be possible to find out through the Head Start/ECEAP data how EHS enrolled kids compared with non-EHS kids.

3.2 EWU EHS Annual Report Update: Progress continues on completion of the Annual Report. Carolyn noted that we will plan to bring the list of who the program’s Annual Report is sent to at the next meeting, and ask members to review it and provide suggestions regarding any other community members that should be added to the Annual Report mailing list.

Upcoming Professional Development Activities: Discussed the expansion of our data system and changes to some forms for improved data collection and reporting. The next large training EWU EHS will be doing will be focused on these changes and how to effectively use the new forms and etc. and will take place during a full week in February. An All Staff meeting is set for December 12 and will be focused on gathering staff input for the program’s Community Assessment and Self-Assessment.

Update on Outcome Measures – Next Steps: With EWU EHS in year one of the 5 Year Grant, the program is setting the baselines with the families setting goals, using the new Our Family Plan and other tools.
- Personnel & Hiring Updates: the Ad for the hiring pool for the Parent Child Educator position closed on December 1. EWU’s Human Resources, Rights and Risks office is in the process of certifying the pool. Once that is completed, EWU EHS plans to set up and conduct interviews with candidates during the week of December 15.

- Committee Reports - Information Items
  - Executive Committee: Robert Fritz reported that the committee met and, and discussed Policy #306 and will be bringing forward a recommendation later in the meeting. The Annual Report, Grant Application and program socializations were also discussed.
  - Ad-Hoc Socializations Committee: Bethany Elliott reported that the committee met and discussed program socialization needs, federal requirements and Health and Safety requirements. Reimbursing for transportation costs for parents attending Play & Learn socializations was also discussed. Committee members expressed that they would like to see program families queried to find out their thoughts on what socializations are, and what they think they are supposed to be.
  - Budget Committee: Bethany Elliott reported that the committee met and reviewed the budget and expenditures. They also discussed the EWU EHS ads that were in the Tri-County papers and the consideration of purchasing some communication technology including flat screens and notebooks for increased communication options and possibilities for the program.
  - CASA Committee: Robert Fritz reported that the committee met and had a discussion to provide additional input for the EHS Self-Assessment update.
  - Hiring Committee: Robert Fritz reported that the committee met and discussed some upcoming interviews for program positions.

OLD BUSINESS

- Philosophy and Goals: Discussed the program’s Philosophy, Mission and Vision and reviewed Policy #306 Curriculum and Philosophy, and the EWU EHS Services Plan Part II: Partnering With Parents To Build A Better Future For Their Children!

Discussion on whether the word “Rituals” in the Our Approach To Services: 4 R’s section should be used with “Routines and Rituals” or not, as there was some confusion to its meaning. Members agreed that it was best to have it read just “Routines”. Following discussion, the Chairperson called for a motion.

Emily Sinka motioned that Policy #306 and the program’s Philosophy and Goals be approved as submitted with the change to just “Routines” in the Our Approach To Services: 4 R’s section. Candice seconded the motion and it was unanimously approved.
NEW BUSINESS

❖ Program Information Report (PIR) and Annual Report: The information on this topic was covered already during the staff report.

❖ School Readiness Report: The EWU EHS School Readiness Assessment Data Analysis: Summary Report: July – September 2014 was handed out and reviewed. Members were asked for their input on the report and what other information might be helpful to include. Nicki Beer suggested that perhaps the total number of children served in the various regions could be included with the chart on page 8 that shows the numbers of children that have disabilities served in the various regions. Bethany Elliott suggested that, if it is possible, it might be good to include or connect our school readiness report data to the research being done in the Tri-County area regarding the number of children that are now born with disabilities.

❖ Committee Appointments: Discussed committee work with Emily Sinka and Alyssa Arrell. They both volunteered to serve on the Budget Committee, and Emily also volunteered to be on the Policy and Bylaws Committee. (Alyssa was appointed at the last meeting to the Ad-Hoc Socialization Committee). They were appointed to the committees they volunteered for by Chairperson Robert Fritz.

❖ Self-Assessment Input: Policy Council members participated in another discussion to provide input to the EWU EHS Self-Assessment.

EXECUTIVE SESSION

Chairperson Robert Fritz called for an Executive Session of the Policy Council at 1:56 p.m.

COMMENTS FROM POLICY COUNCIL MEMBERS

FUTURE MEETING DATES:

Updated Future Meeting Dates
Thursday, January 8, 2015

The meeting adjourned at 2:10 p.m.

Approved: [Signature]
EWU EHS Policy Council Chairperson