

## POLICY COUNCIL QUORUM

Quorum was met with 18 centers represented by 22 center representatives and six alternates. Three Past Parent Representatives (PPR), one PPR Candidate, and one Community Representative Candidate also attended for a total of 33 attendees.

## POLICY COUNCIL ELECTIONS ~CONGRATULATIONS!

**Past Parent Representative** Candidates are former Policy Council members who no longer have a child enrolled in the program. **Angelic Goebel**, former Past Parent Representative and Lacey Parent Representative, was approved as a PPR.

**Community Representative** Candidates are interested professionals who value the work of the Policy Council and program. **John Calabrese**, former program Transportation Coordinator, was approved as a Community Representative.

The program's **Sanctuary Core Team** is leading the Sanctuary model which is a trauma informed approach. The following were elected into the Core Team: **Jessica Deloney**, Lacey Center, DSHS/Private Pay Representative; **Jess Wylie**, Family Partnership Center, ECEAP Match School Day Representative; and **Michala Shanks**, Shelton Center, Head Start Part Day Alternate.

## POSITION PLAN APPROVAL

Assistant Superintendent, Matthew Solomon, explained that position plans are required to instruct staff on how to operationalize the standards. Policy Council approved the Education/Family Support Position Plan, used by classroom staff, as having no changes from its last approval date.

## 332-P ACTIVE SUPERVISION... POLICY

Assistant Superintendent, Matthew Solomon, presented the 332-P Active Supervision or Health and Safety Incident Policy. It was revised to improve the program and to respond to the corrective action from last spring's Head Start Review. The Council approved the revised policy.

## 334 ACTIVE SUPERVISION... PROCEDURE

Assistant Superintendent, Matthew Solomon, presented the 334 Active Supervision or Health and Safety Incident Procedure which was revised by adding more detail to provide guidance on Active Supervision Incident reporting and accident reporting.

## MONTHLY REPORT

Assistant Superintendent, Matthew Solomon, presented November information noting data on well child exams, dental exams, screenings, attendance, and enrollment waiting lists.

## FALL OUTCOMES

Associate Director, Brenda Griess, explained the Fall Assessment graph showing the outcomes. The teachers' observations are entered into the TS Gold database. These checkpoints are then a baseline the teaching staff use to set goals. The next checkpoints will be presented in the spring, and they should show growth in the children in the areas of math, literacy, cognitive, language, physical, and social-emotional.

## PERSONNEL ACTIONS MEMBERSHIP

Additional Council members signed up to vote on hiring and received training on the hiring process.

## CALENDAR OF WORK - DRAFT

The Council received the first draft of their work for this year: Council trainings, policies to approve, program planning and governance to participate in, funding proposals and By-Laws to approve, assessments and reports to review.

## CPAC

Center Parent Advisory Committee (CPAC) is focused on the center and the information from CPAC goes to Policy Council and the Council information goes back to the center. Council members shared their center's CPAC Summaries.

## DIRECTOR REPORT

Assistant Superintendent, Matthew Solomon, informed the Council that the Head Start Reviewer will interview special groups on December 6 focused on our corrective action plan concerned with Active Supervision.

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## POLICY COUNCIL MEETINGS

Policy Council meetings will be 5:30-8 PM videoconferences at the following sites:

- Belfair Center in Belfair
- Washington Elementary Center in Hoquiam
- ESD 113 in Tumwater

### Videoconference Dates and Days:

1/3 Thurs, 2/6 Weds, 3/7 Thurs, 4/4 Thurs, 5/9 Thurs, 6/6 Thurs, and 7/11 Thurs

Ask your Center Director for more information. Websites: [www.esd113.org](http://www.esd113.org) & [www.soundtoharbor.com](http://www.soundtoharbor.com)

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