EHS Governing Board Meeting
February 21, 2018

Meeting Agenda

1. Call to Order / Attendance – Chairperson
   a. Ty, Jeff, Jenn, Morgan, Tim, Mandy, Dale, Kristin, Teresa, Karen, Cindy, Sue
   b. Meeting called to order at 12:08pm

2. Agenda for Approval – Chairperson – See Attached
   a. Action – Vote Approve February Agenda
      • Kristin motioned
      • Dale seconded
      • Approved

3. Minutes for Approval – Chairperson – See Attached
   a. Action – Vote Approve December meeting minutes
      i. Dale motioned
      ii. Kristine seconded
      iii. Approved

4. Financial Briefing – NFP Mandy Potts
   a. EHS Monthly Financial Review – See attached
      • Overall on track
      • Have to keep an eye on dollar amount for NFS
         i. Several grants going out to raise cash dollars for that
      • Counties
         i. Overall at 42%, closer to 45% once we have our January expenses in
         ii. Budget with exception of administrative expenses
      • County level year to date budget (based on slots and need- want these to be at 30% right now)
         i. Overall budget is underspent currently
            • Arapahoe 30%
            • Garfield 15%
            • Mesa 27%
            • Pueblo 30%
         ii. Based on their not to exceed account
         iii. Garfield
            • Still around 30 children
            • No one is at their capacity, restricted budget has been low
            • Look at restricted budget why they aren’t requesting
            • Also have other resources and funding (ECN)
            • Several homes have been under their minimum
            • Challenge in county because cost of living is so high some families are over income (can only enroll 10% of families over income)
• Still may be living like they are in poverty but because federal poverty guidelines are low they don’t qualify
• Look at community assessment
• Home providers are still fully enrolled and up to par with standards (continuity of care)
• Contract renewals discuss are their ranges appropriate (are they too high) and do they need to be adjusted down for their community

b. NFS Fundraising Update
i. Site Visits – Buell and Packard for Pueblo
• Two site visits within the past month
  • Buell Foundation ($75,000) go towards nonfederal share
    • Last year was $50,000
  • Packard foundation ($20,000)
    • Same as last year
    • Specifically for coaching for EHS
      • TLC’s (group coaching)

ii. Action – Vote Approve submission of non-federal grant proposals – Project HOPE, Early Milestones EC Workforce Innovation, Daniels Fund, and CO Dept. of Education
• Working with Kristin on Early Milestones EC Workforce Innovation
  • Staffing, coaching
  • Start with a cohort that would be able to access early intervention course work for infant toddler expertise (set those teachers up as teacher mentors)
    • Hopefully using the model forward
• Daniels Fund
  • Leadership Development Program
    • Business management for site leadership
• Project Hope
  • Meeting with Katie to see which area of the match we want to work on
• CO Dept. Education
  • Potential opportunity to expand child care partnerships
  • 2 months away from deadline
  • Focus on out of school time
    • Looking at communities with under performing schools
    • Have to partner with school districts with this
      • Englewood potentially
        • Qualifies and based on size could have 6, only currently have 3

• Vote
  • Dale moved
  • Sue seconded
  • Approved
5. Director’s EHS Report – Tim Garcia
   a. Federal application
      • Supplemental funding for up to 15 child care sites
        i. As of Friday turned in everything and waiting for final work
        ii. Is a possibility if awarded could have a quick spend down (30 days)
        iii. $219,000 included nonfederal share
            • All supplies and minor renovations
        iv. Contract to commit the funds in 30 days then have until Oct. to spend it
            • Most were minor
                • Painting, doors, surfacing
                • Basement project was the longest one
      • Continuation Application due May 1st
        i. Have the proposal up for vote in the April meeting
        ii. Town Hall meetings are being held in each of the 4 communities
            • Series of discussion questions related to monitoring protocol
            • Open discussion how have process change, improvements etc.
            • Compile information together for review
            • Set action plan for new program year from these results as well
      • Heading into the 5th year
        i. So year from now putting in proposal for another 5 year term
   b. Family Engagement Review – Jennifer García Rosendo
      • Community Assessment
        i. Rebecca Spiradis (contractor)
           • Parent Survey has gone out to families
           • Survey was specified for EHS families, next time like to see if there is a difference between EHS and Non-EHS
           • Not sure on budget for 2 different surveys
           • Interested in seeing the difference between the 2
           • Identify what classroom they are in
               • ELV affiliates who are not EHS
           • Sent out paper copies for Rebecca
             • Ensure all families are able
to answer survey
  • Community survey out by next week
  • Conduct full survey every five years

• Health Options for Preschoolers and Parents (HOPP)
  i. Collaborating with cooking matters for training for EHS sites around a pop up grocery stores
     • Teach families how to read labels etc.
     • Providing training to staff next month

• Parent Curriculum- Conscious Discipline
  i. Training with all staff on how to utilize materials in classroom and with families (Kim, QCCP specialist did the training)
  ii. Modifying home visit form for second home visit to include conscious discipline
  iii. Social emotional based curriculum
     • Takes the approach of how we can utilize a structure of the brain and how it functions to utilize that to teach children
     • Family pieces allows connection for home and school
     • Action and language phrases

c. Early Education & Child Development Review – Ty Johnson
  • Have approval for service plan from policy council related to education and child development
    i. Directed from school readiness goals
  • Approaching checkpoint for Teaching Strategies and CLASS
    i. Mix with TSG
    ii. We pay for all EHS children, however not all sites children
    iii. Tim is certified so partners are able to have extended support in their classroom
        • CO Shines
    iv. Evaluation of the TLC’s of teachers and how they are incorporating what they are learning in their classrooms (semi-anonymous)
        • Michael will be putting all the data together once we get the evaluation back
        • Mesa county went out last week, Arapahoe will be going out next month
  • Use in grants how we leverage EHS, possibly keeping a chart and how many children we are impacting

d. Health & Disabilities Services Review – Karen Melott
  • Been working with Ty, Kim and Michele to keep up with screenings
  • Sent a letter thru all sites with CORE asking them to purchase scale and measuring tape
  • Working to make sure screenings and ASQ’s are getting done (due in March)
    i. Gone pretty well
    ii. Been pulling a report weekly to look at it and are seeing growth
        • Lots of growth in Arapahoe county
  • Getting ready for home visits and PTC’s

6. Training – Tim Garcia
   a. Program Governance
      • Asses where we are as a group
      • Leadership and Oversight Capacity Screener
        i. Governing body has required composition
           • Fiscal= Dale
• ECE background= Sue, Teresa, Kristin, Cindy
• Attorney= Laura
• Enrolled in HS program= Regina
• All counties are represented except for Garfield county
  work on meeting that (good question for clarification
  from HS office)
• PC council have several representatives from Garfield
  county
ii. Policy Council
  • Majority are parents
  • One member in each county is a community partner
iii. No conflict of interest with governing body and policy council
iv. Working on creating parent committee for each county for each
  site (look at waiver for this one and follow up with regional office)
  • Arapahoe county each site has one
  • Other counties vary per site
  • Look at county wide parent committee
v. Advisory committee’s
  • At any point if this group wanted to establish an
    advisory committee we could
vi. Training needs for Policy Council and Governing board
  • Place holder on agenda
  • Have required trainings every year
    • PC council able to hold training every month
    • PC council go thru orientation
  • If have aspects want training on are open to that
    • If no request then choose to review service
      plan
vii. Establish criteria for recruiting and accepting children
viii. Procedure for accepting child care sites
ix. Procedure for accepting funding, agencies, PC members
x. Approval of all major finances for agency
  • Approve budget
xi. Selection for financial auditor and responsibility of audit
  • Monitoring agency actions to correct
xii. Engaged in reviewing self-assessment, fiscal provisions,
  corrective action plan, personal policies, approval of results from
  monitoring
xiii. Program staff work with parent committees, PC, participate in
  recruitment and screening of HS employees
xiv. Annual report
xv. Financial audit, self-assessment, PIR, monthly financial
  statements, EHS overview, program enrollment reports, meals
  • Level next currently working on putting together
    program enrollment reports and condensing meals (HS
    requires 85% overall attendance)
xvi. Long term goals, school readiness goals and monitoring data
xvii. (see attachment for all)

7. New Business
   a. Annual Self-Assessment - Jennifer García Rosendo
   b. Education and Child Developmental Services Service Plan – Ty Johnson
      i. Each of the 4 components of service plan- utilize to help guide
         child and teacher interactions and learning environments
         • Around school readiness goals utilize 0-5 (alignment with
HS and CO early learning development guidelines
- TLC’s use CLASS tools to help inform their topics for each session
  - CLASS Tool goal:
    - CLASS observation conducted at a minimum twice a year with effort to reach quarterly
    - Goal behind that to utilize outcomes to inform coaching and professional development plans
    - Used to improve and help grow child and teacher interactions
- Creative Curriculum for Infant, Toddler and Twos is our evidenced based curriculum of choice
- My TS for assessment of child growth and development
- Utilize coaching to support connecting theory to best teaching practices
  - TLC’s
    - Still have access to individualized coaching and peer coaching
      - Internal coaches that are certified
  - Utilize ages and stages questionnaire (ASQ & ASQ-SE)
    - Used to inform for social emotional development, behavior and cognitive language, motor skills
      - Lesson planning has improved and some programs are comfortable with uploading them into My TS

ii. Action- Vote to Approve Service Plan
- Dale moved
- Kristin seconded
- Approved

iii. Dual Roles update
- Learning gaps but is going well and they are able to have immediate help in each county
- Weekly meetings set up with county teams
- Monthly team meetings with everyone
- Great questions being asked
- Better to not have so many people coming into smaller programs, led to more effective communication and time management

8. Old Business – Tim Garcia
  a. EHS Noncompliance and Corrective Action
    - Contacted by regional office in early January asking for documentation for Action plan for background checks
    - All data showed we gradually have had partners submit background checks with HS standards
      - Not instances of lapses for anyone hired after Oct. 2
      - Been able to meet the steps in plan
      - Got on same page in difference of terminology from office in DC
      - Still waiting for official word but spoke with Program Specialist and are unofficially coming out
9. **Announcements** – Tim Garcia
   
   a. **2018 Spring Conferences** – RMECC, HS Region 8, CLASS Interact Summit, McCormick Early Childhood Leadership
      
      - RMECC March 16
      - HS Region 8 conference with HS grantees next week
         - Tim will be panelist
         - Tim, Ty, Jenn and Karen and one child care partner Dania Kasim from Rising Star Early Learning Center will be attending
      - CLASS Interact Summit applied to present in April in New Orleans and was accepted on April 16 Tim will be leading that session
      - National Leadership conference in May (Aim for Excellence)
         - Might not representation because so much going on
   
   b. **ELV Quarterly Staff Meetings/Trainings: March 14-16, 2018**
      
      - 15th Quarterly
      - 16, 17 RMECC
         - All team members attending Friday
         - Some team members attending Saturday

10. **Adjournment** – Chairperson
    
    a. **Meeting adjourned at 1:35pm**