

EXECUTIVE SUMMARY

March 2015



SUBJECT:	Early Learning
REFERENCE:	Shared Governance
PRESENTOR(S):	Head Start Advisory Committee
REQUEST:	
Action Items:	
A. Early Learning Personnel Actions	
B. Early Learning Program Reports	
C. Early Learning USDA and Food Service	
D. Non-Federal Share Waiver Request for Early Head Start-Child Care Start-Up	
Informational Items	
E. Early Learning Program Updates	
a. Self-Assessment Methodology	
b. Community Complaint Policy	
F. Policy Council	
G. Correspondence	
a. Notice of Award FY 2014-15 Head Start and Early Head Start Grant 10CH0104	
b. Notice of Award FY2014-15 Head Start Grant 10CH0187	
c. OHS Region X Correspondence – Regarding New Agency Assignments	

Supporting Documentation

Executive Summary which provides links to all documents

BACKGROUND

The PSESd Board in collaboration with the PSESd Superintendent and the Head Start Advisory Committee are the governing body of the Puget Sound ESD Early Learning Program. As a result, the Board has a responsibility to review and approve the program management systems, reports and policies as required by state and federal regulations.

ACTION ITEMS

A. EARLY LEARNING PERSONNEL ACTIONS

Recommendation from Head Start Advisory Committee:

This item was reviewed and approved as a whole by the Head Start Advisory Committee on March 10, 2015 and recommend full Board approval.

Explanation:

All Early Learning personnel actions must include parent participation as well as Policy Council and Governing Body Approval

Action Requested:

Approval of the Early Learning Personnel Actions

Documentation:

English and Spanish

[February Early Learning Personnel Actions](#)

B. EARLY LEARNING PROGRAM REPORTS

Recommendation from Head Start Advisory Committee:

These items were reviewed and approved as a whole by the Head Start Advisory Committee on March 10, 2015 and recommend full Board approval.

Explanation:

The governing body has responsibility for exercising fiscal oversight and fiduciary responsibilities. As part of fiscal oversight the PSESD Board regularly reviews financial and program reports in addition to ensuring that appropriate internal controls are in place. Information and on-going training is provided for Policy Council, Advisory Committee and the Board, materials and documents shared:

[Governance Responsibilities](#)

[PSESD Fiscal Glossary Matching Exercise](#)

[Fiscal Warning Signs](#)

Action Requested:

Approval of the January FY15 Budget for Head Start, Early Head Start and ECEAP; January Non-Federal Share, January Procurement Reports, Enrollment Reports (Sept-Jan) and Attendance Reports (Sept Jan)

Documentation:

English and Spanish

Budget Reports:

[Early Head Start FY 2014](#)

[Early Head Start FY 2015](#)

[Head Start FY 2014](#)

[Head Start FY 2015](#)

[Head Start Expansion FY 2014](#)

[Head Start Expansion FY 2015](#)

[ECEAP FY 2014](#)

Non-Federal Share Reports:

[January 2014-2015](#)

Procurement Reports:

[January 2014-2015](#)

Enrollment and Attendance Reports

ECEAP

Enrollment Sept [Summary Detail](#)

Attendance Sept [Summary Detail](#)

Enrollment Oct [Summary Detail](#)

Attendance Oct [Summary Detail](#)

Enrollment Nov [Summary Detail](#)

Attendance Nov [Summary Detail](#)

Enrollment Dec [Summary Detail](#)

Enrollment Jan [Summary Detail](#)

Early Head Start

Enrollment Sept [Summary Detail](#)

Attendance Sept [Summary Detail](#)

Enrollment Oct [Summary Detail](#)

Attendance Oct [Summary Detail](#)

Enrollment Nov [Summary Detail](#)

Attendance Nov [Summary Detail](#)

Enrollment Dec [Summary Detail](#)

Enrollment Jan [Summary Detail](#)

Head Start (Grant 104)

Enrollment Sept [Summary Detail](#)

Attendance Sept [Summary Detail](#)
 Enrollment Oct [Summary Detail](#)
 Attendance Oct [Summary Detail](#)
 Enrollment Nov [Summary Detail](#)
 Attendance Nov [Summary Detail](#)
 Enrollment Dec [Summary Detail](#)
 Enrollment Jan [Summary Detail](#)
Head Start Expansion (Grant 187)
 Enrollment Sept [Summary Detail](#)
 Attendance Sept [Summary Detail](#)
 Enrollment Oct [Summary Detail](#)
 Attendance Oct [Summary Detail](#)
 Enrollment Nov [Summary Detail](#)
 Attendance Nov [Summary Detail](#)
 Enrollment Dec [Summary Detail](#)
 Enrollment Jan [Summary Detail](#)

C. USDA and Food Service

Recommendation from Head Start Advisory Committee:

This item was reviewed and approved as a whole by the Head Start Advisory Committee on March 10, 2015 and recommend full Board approval.

Explanation:

The governing body has responsibility for exercising oversight and fiduciary responsibilities. As part of oversight the PSESD Board reviews USDA financial and program reports in addition to ensuring that appropriate internal controls are in place. Information and on-going training is provided for Policy Council, Advisory Committee and the Board.

Action Requested:

Approval of the FY 2014 July – November USDA Meals Served and Claimed Report for Head Start, Early Head Start and ECEAP

Documentation:

English	Spanish
USDA Meals Served and Claimed Report	Servicios de Nutrición y Revisión del Menú ppt
Nutrition Service and Menu Review ppt	

D. Non-Federal Share Waiver Request for Early Head Start-Child Care Start-Up

Recommendation from Head Start Advisory Committee:

This item was emailed to the Head Start Advisory Committee members on March 13, 2015.

Explanation:

In its grant application to provide EHS-child care partnership services, PSESD noted that, if successful in securing grant funds, it would be requesting a waiver of NFS associated with start-up funds. Previously, PSESD had secured the approval of its Policy Council and Board on the grant application, with the intent of applying for the waiver identified and explained. PSESD Early Learning Program is requesting an approval implicit in the Board’s support of the Early Head Start – Child Care Partnerships grant application for a request of a waiver of the Non Federal Share of the start-up funds associated with the grant.

Action Requested:

Approval of the Non-Federal Share Waiver Request for Early Head Start-Child Care Start-Up Funds

Documentation:

English	Spanish
Non-Federal Share Waiver Request for Early Head Start-Child Care Start-Up	

INFORMATIONAL ITEMS

E. EARLY LEARNING PROGRAM UPDATES

a. Self-Assessment Methodology

Recommendation from Head Start Advisory Committee:

This item was reviewed by the Head Start Advisory Committee on March 10, 2015.

Explanation:

The governing body has responsibility for exercising program and fiscal oversight as well as fiduciary responsibilities. Our Early Learning program is developing a comprehensive continuous improvement process that includes Self-Assessment.

Action Requested:

Information Only

Documentation:

English

[Self-Assessment PPT slides](#)

Spanish

[Self-Assessment PPT slides](#)

b. Community Complaint Policy

Recommendation from Head Start Advisory Committee:

This item was reviewed by the Head Start Advisory Committee on March 10, 2015.

Explanation:

One of Policy Council responsibilities is to establish and maintain policy and procedures for working with the program to resolve community complaints about the program. At the February Policy Council meeting the current Community Complaint Policy and Procedure was shared and reviewed in preparation for future updating and approval.

Action Requested:

Information Only

Documentation:

English

[Community Complaint Policy and Procedure Slides](#)

[Community Complaint Policy and Procedures](#)

Spanish

[Community Complaint Policy and Procedure Slides](#)

[Community Complaint Policy and Procedure](#)

F. POLICY COUNCIL

Recommendation from Head Start Advisory Committee:

This item was reviewed by the Head Start Advisory Committee on March 10, 2015.

Explanation:

Parent-family engagement and leadership are critical to the success of our Early Learning program. Policy Council representatives work in tandem with the PSESD Board with program administration to oversee the Early Learning program and make decisions that directly affect our children and families.

Action Requested:

Information Only

Documentation:

English and Spanish

[February Policy Council Documents](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

This item was reviewed by the Head Start Advisory Committee on March 10, 2015.

*Items listed below with an asterisk were emailed to the Committee members on March 12, 2015.

Explanation:

Review Notice of Awards and OHS Region X Correspondence

Action Requested:

Informational Only

Documentation:

English

Spanish

[Notice of Award FY 2014-15 Head Start and Early Head Start Grant 10CH0104](#)

[Notice of Award FY2014-15 Head Start Grant 10CH0187](#)

[OHS Region X Correspondence regarding new agency assignments](#)

*[OHS letter regarding CLASS Review for 10CH0187 grant](#)

*[Notice of Award Early Head Start-Child Care Partnership Grant 10HP0000701](#)