


EXECUTIVE SUMMARY June 2015		
SUBJECT:	Early Learning	Supporting Documentation Executive Summary which provides links to all documents
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 Policies		
D. Early Learning Program Governance		
Informational Items		
E. Early Learning Program Updates		
F. Policy Council		
G. Correspondence		

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 June 2, 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 per Early Learning policy and Federal/State Performance Standard and/or regulations.

Action Requested:

Approval of the Early Learning Personnel Actions

Documentation:

English

Spanish

[PowerPoint slide](#)

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 June 2, 2015 and recommend full Board approval.

Explanation:

The governing body has responsibility for exercising fiduciary responsibilities and fiscal oversight. As part of fiscal oversight the PSESD Board regularly reviews financial and other program reports in addition to ensuring that appropriate internal controls are in place.

Action Requested:

Approve program reports for January, February, March and April

Documentation:

English

Spanish

Finance Report

[April Head Start 104](#)

[April Early Head Start 104](#)

[April Head Start 187](#)

[April ECEAP](#)

[Procurement Card Report](#)

[Percent of Funds Expended by Grant](#)

Attendance

[ECEAP January](#)

[ECEAP February](#)

[Head Start/Early Head Start January](#)

[Head Start/Early Head Start February](#)

Enrollment

[ECEAP March](#)

[ECEAP April](#)

[Head Start/Early Head Start March](#)

[Head Start/Early Head Start April](#)

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

No policies presented at May 19, 2015 Policy Council meeting.

Explanation:

No Early Learning Policies present at the May 2015 Policy Council Meeting

Action Requested:

No Action Requested

Documentation:

English

Spanish

D. EARLY LEARNING PROGRAM GOVERNANCE

Recommendation from Head Start Advisory Committee:

This item was reviewed and approved as a whole by the Head Start Advisory Committee on June 2, 2015 and recommend full Board approval.

Explanation:

The governing body has legal and fiscal responsibilities and for administering and overseeing all programs under its authority. As part of program oversight the PSESD Board reviews and approves periodic programmatic reports, process and outcomes, such as, but not limited to program Self-Assessment, sub-contractors, program models, ERSEA, monitoring reports and funding applications.

Policy Council approved the conversion of 18 Full Day enrollment slots at Educare to Part Day enrollment slots, and to move those 18 Part Day enrollment slots to Highline SD Hilltop Elementary. The now available classroom at Educare then would be divided into 2 infant and toddler classroom serving an additional 16 infant and toddlers at Educare. It should be noted there has been on-going under enrollment for preschoolers at Educare while there has been an on-going wait list for infant and toddlers. The new infant and toddlers at Educare would be funded through the new Early Head Start – Child Care partnership grant.

Action Requested:

Approve the conversion of 18 Full Day slots at Educare to Part Day slots, and to move those 18 Part Day slots to Hilltop, convert the available classroom at Educare into two rooms to serve 16 new infants and toddlers.

Documentation:

English

[PowerPoint slide](#)

Espanol

[PowerPoint slide](#)

INFORMATIONAL ITEMS

E. EARLY LEARNING PROGRAM UPDATES

Recommendation from Head Start Advisory Committee:

Informational only.

Explanation:

The Department of Early Learning has released a funding opportunity for ECEAP Expansion. PSESD has applied for 112 new part day enrollment opportunities and 216 full school day enrollment opportunities. All of the sub-contractors have a current sub-contractual partnership with PSESD.

Center	Part Day Slots	Full School Day Slots
Tacoma School District	32	40
Kent Youth & Family Services	16	20
Bates Technical College		40
Encompass School District		6
Issaquah School District	18	
Auburn School District	4	40
Renton School District		
Enumclaw		18
Federal Way School District	12	20
Learning Land I & II		32
PCCC	30	
Totals	112	216

Action Requested:

No action requested, informational only

Documentation:

English

Spanish

[PowerPoint slide](#)

F. POLICY COUNCIL

Recommendation from Head Start Advisory Committee:

PSESD Board member who are interested in what took place at the May 19, 2015 Policy Council meeting can view the PowerPoint presentation below.

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 and with program administration to oversee the Early Learning program and make decisions that directly affect our children and families. Sharing of information strengthens the partnerships of our governing bodies.

Action Requested:

No action requested, informational only

Documentation:

English

Espanol

[Policy Council May PowerPoint](#)

[Policy Council May PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

No correspondence shared at the May 19, 2015 Policy Council meeting.

Explanation:

No Correspondences to share this month

Action Requested:

No action requested

Documentation:

English

Spanish