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| EXECUTIVE SUMMARY July-August 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 July 7, 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:

Approve the Personnel Action report.

Documentation:

English

[Personnel Actions](#)

Spanish

[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 July 7, 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 Finance, Attendance and Enrollment Reports.

Documentation:

English Spanish

Finance Reports

[Percent of Funds Expended by Grant](#)

[Early Head Start](#)

[Early Head Start Childcare Partnerships](#)

[Head Start](#)

[Head Start Expansion](#)

[ECEAP](#)

[Procurement Card Report](#)

Attendance

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

[ECEAP March](#)

Enrollment

[Head Start – Early Head Start May Enrollment](#)

[ECEAP May Enrollment](#)

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

These items were reviewed and approved as a whole by the Head Start Advisory Committee on July 7, 2015 and recommend full Board approval.

Explanation:

All Early Learning Policies must be approved by both Policy Council and the Governing Body.

SELF-ASSESSMENT POLICY: PSESD Early Learning program implements and supports a systematic annual process of self-assessment in accordance with the Head start, Early Head Start, and ECEAP Program Performance Standards. The self-assessment process aims to understand the program’s effectiveness in meeting program goals and objectives, comply with program requirements, and include a review of relevant data.

PERSONNEL MANAGEMENT: Federal and state performance standards require early learning grantees must establish and implement written personnel policies for staff, which are approved by the Policy Council and Governing Body and are made available to all grantee and sub-contractor staff. Due to the requirements of the Federal Eligibility Final Rule the Personnel Management Policy has been updated. (see Final Rule Training below)

Action Requested:

Approve Personnel Management and Self-Assessment Policies

Documentation:

English Spanish

[Personnel Management Policy](#)

[Self-Assessment Policy](#)

D. EARLY LEARNING PROGRAM GOVERNANCE

a. ERSEA Training

Recommendation from Head Start Advisory Committee:

These items were reviewed by the Head Start Advisory Committee on July 7, 2015..

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. In order to support the role and responsibilities, appropriate training and technical assistance is provided to members of the governing body.

ERSEA ANNUAL TRAINING: Policy, procedures and criteria for recruitment, selection and enrollment of children and families.

HEAD START ELIGIBILITY FINAL RULE TRAINING: Head Start Eligibility Final Rule was published in the Federal Register on February 10, 2015. The new provisions will be in FY2016 Monitoring Protocol, it will be used starting October 1, 2015. PSESD has implemented it for the 2015-2016 program year.

Action Requested:

Informational trainings only, no action requested.

Documentation:

English

Espanol

[What is ERSEA 2015 PowerPoint](#)

Office of Head Start ERSEA Management System Resource –

<http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/navigating/system9.html>

[Early Learning Program Manual ERSEA Section](#)

[Office of Head Start Eligibility Final Rule Webinar PowerPoint](#)

[Head Start Eligibility Final Rule](#) – PowerPoint from Policy Council meeting May 19

b. Continuation Grants 0104 and 0187

Recommendation from Head Start Advisory Committee:

These items were reviewed and approved as a whole by the Head Start Advisory Committee on July 7, 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 funding applications. Continuation grants are a mechanism to apply for continued funding of current award and current Head Start/Early Head Start services. The two grants due for continuation are: 0104 – major funding source for Head Start (1944) & EHS (225) services 0187 – funding for 187 Head Start slots.

Action Requested:

Approve Head Start/Early Head Start Continuation Grants 0104 and 0187

Documentation:

English

Spanish

[Continuation Grant PPT from July PC meeting](#)

[Board letter signed by Vicki Asakura](#)

INFORMATIONAL ITEMS

E. EARLY LEARNING PROGRAM UPDATES

Recommendation from Head Start Advisory Committee:

Informational only.

Explanation:

Please see separate Executive Summary for Head Start/Early Head Start Recompensation Update

Action Requested:

No action requested, informational only

Documentation:

English

Spanish

F. POLICY COUNCIL

Recommendation from Head Start Advisory Committee:

Informational only.

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. Below is the June 2015 Policy Council meeting power point for review.

Action Requested:

No action requested, informational only

Documentation:

English

Espanol

[Policy Council June 2015 meeting PowerPoint](#)

[Policy Council June 2015 meeting PPT](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

No correspondence shared at the June 9, 2015 Policy Council meeting.

Explanation:

No Correspondence

Action Requested:

No action requested

Documentation:

English

Spanish