


<b>EXECUTIVE SUMMARY</b> September 2015		
<b>SUBJECT:</b>	Early Learning	<b>Supporting Documentation</b>  <b>Executive Summary</b> which provides links to all documents
<b>REFERENCE:</b>	<b>Shared Governance</b>	
<b>PRESENTOR(S):</b>	Head Start Advisory Committee	
<b>REQUEST:</b>		
<b>Action Items:</b>		
<b>A. Early Learning Personnel Actions</b>		
<b>B. Early Learning Program Reports</b>		
<b>C. Early Learning Policies</b>		
<b>D. Early Learning Program Governance</b>		
<b>Informational Items</b>		
<b>E. Early Learning Program Updates</b>		
<b>F. Policy Council</b>		
<b>G. Correspondence</b>		

## 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:**

Tabled – Policy Council did not have a regular meeting in August. They spent the time reviewing the proposed revised performance Standards.

**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:**

No action requested – tabled until Oct 6 HS Advisory Committee meeting.

**Documentation:**

English Spanish

## B. EARLY LEARNING PROGRAM REPORTS

### **Recommendation from Head Start Advisory Committee:**

Tabled – Policy Council did not have a regular meeting in August. They spent the time reviewing the proposed revised performance Standards.

#### **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:**

No action requested – tabled until Oct 6 HS Advisory Committee meeting.

#### **Documentation:**

English

Spanish

#### **Finance Reports**

Tabled

#### **Attendance**

Tabled

#### **Enrollment**

Tabled

## C. EARLY LEARNING PROGRAM POLICIES

### **Recommendation from Head Start Advisory Committee:**

Tabled – Policy Council did not have a regular meeting in August. They spent the time reviewing the proposed revised performance Standards.

#### **Explanation:**

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

#### **Action Requested:**

No action requested – tabled until Oct 6 HS Advisory Committee meeting.

#### **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 HS Advisory Committee on Sept 3, 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. In order to support the role and responsibilities, appropriate training and technical assistance is provided to members of the governing body.

#### **Amendment to May 20, 2015 Board Minutes:**

Following a phone conversation with Region X on Aug 19<sup>th</sup>, the Head Start Advisory Committee requests a revision to the May 20, 2015 PSESD Board of Directors minutes to include: The Board reviewed and discussed the Early Learning Executive Summary in its entirety including but not limited to the Federal Health and Safety Review of grant 187 and said findings.

#### **Action Requested:**

Approval to amend the May 20, 2015 Board minutes

#### **Documentation:**

English

Espanol

[John Welch letter to Region X](#)

## INFORMATIONAL ITEMS

### E. EARLY LEARNING PROGRAM UPDATES

#### **Recommendation from Head Start Advisory Committee:**

Informational only.

#### **Explanation:**

##### **A. Federal Review – Health & Safety Grant 187**

In May we shared the results of the Federal Review- Health & Safety. A follow up review took place in August.

#### **Action Requested:**

No action requested, informational only.

#### **Documentation:**

English:

[Corrective Action Plan](#)

#### **Recommendation from Head Start Advisory Committee:**

Informational only.

#### **Explanation:**

##### **B. Notice of Proposed Rule Making on Head Start Program Performance Standards:**

The U.S. Department of Health and Human Services (HHS) has proposed the first holistic revision and complete reorganization of the Head Start Program Performance Standards since they were originally published in 1975. The Notice of Proposed Rule Making (NPRM) has been published in the Federal Register. It includes the proposed Program Performance Standards, as well as a preamble with helpful information for context. Please note the current Performance Standards will remain in effect until a final rule is issued.

The Office of Head Start (OHS) is accepting comments on the NPRM. Your written feedback, submitted according to the process described below, is your opportunity to influence the final Head Start Program Performance Standards. OHS will use these comments in making decisions for a final rule. Please submit comments on the NPRM between Friday, June 19 and Thursday, Sept. 17, 2015.

PSESD Early Learning is working to gather feedback and comments from all stakeholders and will comment as well as participate in commenting through the Washington State Association of Head Start & ECEAP, National Head Start Association and the Educare Learning Network to name a few.

#### **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, Please note the September Policy Council information will be shared with the PSESD Board in the October Executive Summary. Policy Council is meeting September 29, 2015 after the September 16, 2015 Board meeting.

#### Documentation:

English

Espanol

## G. CORRESPONDENCE

### Recommendation from Head Start Advisory Committee:

Informational only.

#### Explanation:

Letter from Danya International dated August 14 was received. It's a reminder of the upcoming monitoring for grant 187 in FY2015, FY2016 and FY2017.

#### Action Requested:

None – informational only

#### Documentation:

English

Spanish

[Danya letter](#)