


EXECUTIVE SUMMARY October 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 Oct 15, 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 Early Learning Personnel Actions

Documentation:

English

[Personnel Actions](#)

Espanol

[Personnel Actions](#)

B. EARLY LEARNING PROGRAM REPORTS

Recommendation from Head Start Advisory Committee:

This item was reviewed and approved as a whole by the Head Start Advisory Committee on Oct 15, 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 May, June, July, August

Documentation:

English

Spanish

Finance Reports

[August Early Head Start](#)

[August EHS-CCP](#)

[August Head Start](#)

[August Head Start Expansion](#)

Attendance

[ECEAP May](#)

[ECEAP June](#)

[ECEAP July](#)

[ECEAP August](#)

[Head Start/EHS May](#)

[Head Start/EHS June](#)

[Head Start/EHS July](#)

[Head Start/EHS August](#)

Enrollment

[ECEAP July](#)

[ECEAP August](#)

[Head Start/EHS July](#)

[Head Start/EHS August](#)

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

This item was reviewed and approved as a whole by the Head Start Advisory Committee on Oct 15, 2015 and recommend full Board approval.

Explanation:

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

Action Requested:

Approve the Policy Development and Review Policy with the following addition:

Documentation:

English

Espanol

[Policy Development & Review Policy](#)

[Policy Development & Review Policy](#)

D. EARLY LEARNING PROGRAM GOVERNANCE

a. Early Head Start Child Care Partnership Grant Balance of Funds Amendment

Recommendation from Head Start Advisory Committee:

This item was reviewed and approved as a whole by the Head Start Advisory Committee on Oct 15, 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 PSED 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.

Early Head Start Partnership Child Care Partnership Grant Balance of Funds Amendment. In response to the OHS requirement for the Early Head Start Child Care Partnership we have submitted a Balance of Funds Amendment.

Action Requested:

Approve the Early Head Start Child Care Partnership Grant Balance of Funds Amendment

Documentation:

English

Spanish

[PowerPoint Presentation](#)

[Budget Amendment & Narrative](#)

[John's Letter](#)

b. Policy Council By Laws and Policy Council Rep Selection

Recommendation from Head Start Advisory Committee:

This item was reviewed and approved as a whole by the Head Start Advisory Committee on Oct 15, 2015 and recommend full Board approval.

Explanation:

One of the operating responsibilities of the Early Learning governing board is to approve the criteria and process for electing Policy Council representatives. The Policy Council By Laws outline the composition and the procedure for staff are included.

Action Requested:

Approve the Policy Council By Laws

Documentation:

English

Spanish

[Policy Council By-Laws](#)

[Policy Council By-Laws](#)

[Policy Council Representative Selection Procedure](#)

[Policy Council Notice and Verification Form](#)

INFORMATIONAL ITEMS

E. EARLY LEARNING PROGRAM UPDATES

Recommendation from Head Start Advisory Committee:

Informational only

Explanation: Head Start grant 187 will undergo a monitoring review for Comprehensive Services and School Readiness monitoring review notice for the week of 11/16.

Action Requested: Information Only

Documentation:

English

Espanol

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 Sept 2015 Policy Council meeting power point for review.

Action Requested: Information only

Documentation:

English

[PowerPoint presentation](#)

Espanol

[PowerPoint presentation](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Informational only.

Explanation:

Monitoring Review Letter for Grant 187

Action Requested: Information Only

Documentation:

English

[Monitoring Letter from Danya](#)

Spanish