


EXECUTIVE SUMMARY November 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:

No personnel actions for October

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:

None – no personnel actions for October

Documentation:

English	Espanol
Personnel Actions	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 Nov 3, 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 (Finance, Enrollment, Procurement Card) for September

Documentation:

English

Spanish

Finance Reports

[Sept Early Head Start](#)

[Sept Early Head Start-Child Care Partnership](#)

[Sept Head Start](#)

[Sept Head Start Expansion](#)

Attendance

Enrollment

[Sept ECEAP](#)

Procurement Card Report

[September](#)

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 Nov 3, 2015 and recommend full Board approval.

Explanation:

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

Action Requested:

Approval of policies listed below

Documentation:

English

Espanol

[Budget Revision and Emergency Grant Application](#)

[Equity, Inclusion, and Classroom Celebration](#)

[Norma Sobre la Equidad, Inclusion, y las Celebraciones en el Aula](#)

[Fundraising](#)

[Hiring and Staff Qualifications](#)

[Parent Funds](#)

[Pesticide](#)

[Procurement and Inventory](#)

[Norma Sobre Las Compras y el Inventario](#)

[Research](#)

[Transportation](#)

[Norma Sobre el Transporte](#)

[Travel](#)

[Norma Sobre los Viajes](#)

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 Nov 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.

One of the operating responsibilities of the Early Learning governing board is to approve the Policy Council By Laws.

Action Requested:

Approve the Policy Council By-Laws

Documentation:

English

[Policy Council By-Laws](#)

Spanish

[Policy Council By-Laws](#)

INFORMATIONAL ITEMS

E. EARLY LEARNING PROGRAM UPDATES

Recommendation from Head Start Advisory Committee:

Informational only

Explanation: An overview and update of grant 104 DRS/Re-comp was shared with Policy Council. We will be sharing scenario's regarding models and enrollments opportunities in the near future. Parents will also have an opportunity to participant in focus groups regarding models of service delivery.

Action Requested: Information Only

Documentation:

English

[Re-Competition PowerPoint](#)

Espanol

[Re-Competition PowerPoint](#)

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 October 2015 Policy Council meeting power point for review.

Action Requested: Information only

Documentation:

English

[PowerPoint](#)

Espanol

[PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Informational only. No Correspondence to share.

Explanation:

Action Requested: Information Only

Documentation:

English

Spanish