


<b>EXECUTIVE SUMMARY</b> December 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:**

**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 Personnel Actions

**Documentation:**

English

[Personnel Actions](#)

Espanol

[Personnel Actions](#)

## B. EARLY LEARNING PROGRAM REPORTS

### Recommendation from Head Start Advisory Committee:

No Program Reports for November

#### 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:

None – no program reports for November

#### Documentation:

English

Spanish

## C. EARLY LEARNING PROGRAM POLICIES

### Recommendation from Head Start Advisory Committee:

No Policies reviewed in November

#### Explanation:

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

#### Action Requested:

None – no policies in November

#### Documentation:

English

Espanol

## D. EARLY LEARNING PROGRAM GOVERNANCE

### Recommendation from Head Start Advisory Committee:

No Program Governance activities in November

#### 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.

#### Action Requested:

None - No Program Governance activities took place at the November Policy Council meeting due to closing out 2014-2015 terms and seating the 2015-2016 Policy Council.

#### Documentation:

English

Spanish

## INFORMATIONAL ITEMS

### E. EARLY LEARNING PROGRAM UPDATES

#### Recommendation from Head Start Advisory Committee:

Informational only

**Explanation:** Policy Council closed out the terms of our 2014-2015 Representatives. 2015-2016 Policy Council Representatives were seated and elected the Policy Council Executive Board. Please see the attached roster.

**Action Requested:** Information Only

#### Documentation:

English

Espanol

[2015-2016 Policy Council Executive Board Roster](#)

### 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

Espanol

[PowerPoint](#)

### G. CORRESPONDENCE

#### Recommendation from Head Start Advisory Committee:

Informational only. No Correspondence to share.

#### Explanation:

**Action Requested:** Information Only

#### Documentation:

English

Spanish