


EXECUTIVE SUMMARY January 2016		
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 by Head Start Advisory Committee on Jan 12, 2016 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 Personnel Actions

Documentation:

[Personnel Actions](#)

B. EARLY LEARNING PROGRAM REPORTS

Recommendation from Head Start Advisory Committee:

These items were reviewed and approved by Head Start Advisory Committee on Jan 12, 2016 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 (Enrollment, Attendance)

Documentation:

Attendance

[Sept ECEAP](#)

[Oct ECEAP](#)

[Sept Head Start/Early Head Start](#)

[Oct Head Start/Early Head Start](#)

Enrollment

[Sept ECEAP](#)

[Oct ECEAP](#)

[Sept Head Start/Early Head Start](#)

[Oct Head Start/Early Head Start](#)

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

No Policies reviewed in December

Explanation:

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

Action Requested:

None – no policies in December

Documentation:

D. EARLY LEARNING PROGRAM GOVERNANCE

Recommendation from Head Start Advisory Committee:

No Program Governance items requiring action were presented at Policy Council in December

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 items requiring action were presented at Policy Council

Documentation:

INFORMATIONAL ITEMS

E. EARLY LEARNING PROGRAM UPDATES

Recommendation from Head Start Advisory Committee:

Informational only

Explanation: PSESD's Early Head Start program model delivered at the Washington Correction Center for Woman (WCCW) was highlighted at the December Policy Council meeting

Action Requested: Information Only

Documentation:

[PowerPoint](#) (see slide 21)

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 December 2015 Policy Council meeting power point for review.

Action Requested: Information only

Documentation:

[PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Informational only.

Explanation:

1. Head Start Grant 187 underwent a Federal Review focusing on Comprehensive Services & School Readiness. We have been notified by the Office of Head Start there were no immediate deficiencies, no areas of non-compliance nor any area of concerns. We were found 100% in compliance!
2. We have received notification from Region 10 our Head Start Program Specialist assignment is being transitioned due to workloads at the Regional Office. Our new Region X Program Specialist is Julianne Crevatin, Acting Regional Manager, Office of head Start, Region 10.

Action Requested: Information Only

Documentation:

[Grant 187 Review Overview of Findings letter](#)
[Region X letter with Program Specialist change](#)