


<b>EXECUTIVE SUMMARY</b> February 2016		
<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:**

These items were reviewed and approved by Head Start Advisory Committee on Feb 8, 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 January 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 Feb 8, 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: Fiscal, Attendance, Enrollment

#### **Documentation:**

##### **Fiscal**

[Nov Early Head Start](#)

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

[Nov ECEAP](#)

[Nov Head Start](#)

[Nov Head Start Expansion](#)

[Nov In-Kind Report](#)

[Dec Procurement Card Report](#)

##### **Attendance**

[Nov ECEAP](#)

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

##### **Enrollment**

[Nov ECEAP](#)

[Nov Head Start/Head Start](#)

[Dec ECEAP](#)

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

## C. EARLY LEARNING PROGRAM POLICIES

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

No policies were reviewed at January Policy Council meeting

#### **Explanation:**

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

#### **Action Requested:**

No Action – no policies presented

#### **Documentation:**

## D. EARLY LEARNING PROGRAM GOVERNANCE

### Recommendation from Head Start Advisory Committee:

These items were reviewed and approved by Head Start Advisory Committee on Feb 8, 2016 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.

We are expecting notification for a Leadership, Governance and Management System Federal review for Head Start grant 187. Although this review is specific to 187, the reviewers will be looking deeply at our system for all of early learning. We are requesting time for review preparation at either the March or April Board meeting.

#### Action Requested:

Requesting time on either the March or April ESD Board meeting agenda to discuss the upcoming Federal Review of Grant 187 and prepare Board members for interviews during such review.

#### Documentation:

[On-Site Review Protocols](#)

[Governing Body Interview Guide](#)

[OHS Monitoring reviews](#)

## INFORMATIONAL ITEMS

### E. EARLY LEARNING PROGRAM UPDATES

#### Recommendation from Head Start Advisory Committee:

Informational only

#### Explanation:

Performance Standards for all PSESD early learning programs encourage us to support parents' advocacy skills development. We are participating in the Washington State Association of Head Start and ECEAP Early Learning Advocacy Day.

#### Action Requested:

Information Only

#### Documentation:

[Advocacy Day poster](#)

### 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:

Informational only

#### Documentation:

[PowerPoint](#)

## G. CORRESPONDENCE

### Recommendation from Head Start Advisory Committee:

No Correspondence to review

### Explanation:

### Action Requested:

Information Only

### Documentation: