


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

This item was reviewed and approved by Head Start Advisory Committee on March 1, 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 February 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 March 1, 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, USDA

#### **Documentation:**

##### **Fiscal**

[Dec Early Head Start](#)

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

[Dec ECEAP](#)

[Dec Head Start](#)

[Dec Head Start Expansion](#)

[Jan Procurement Card Report](#)

##### **Attendance**

[Dec ECEAP](#)

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

##### **Enrollment**

[Jan ECEAP](#)

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

##### **USDA Report**

[USDA Report Sept-Nov 2015](#)

## C. EARLY LEARNING PROGRAM POLICIES

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

No policies were reviewed at February 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 by Head Start Advisory Committee on March 1, 2016.

#### 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 of 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. Below are documents that will brief and prepare for the upcoming training and review. The Early Learning Advisory Committee is working together to prepare documents and supports for the review.

#### Action Requested: Information only

#### Documentation:

[On-Site Review Protocols](#)

[Governing Body Interview Guide](#)

[OHS Monitoring reviews](#)

[KPA Worksheet](#)

## INFORMATIONAL ITEMS

### E. EARLY LEARNING PROGRAM UPDATES

#### Recommendation from Head Start Advisory Committee:

Informational only

#### Explanation:

#### Action Requested:

Information Only

#### Documentation:

### 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:

Informational Only

#### Explanation:

#### Action Requested:

Information Only

#### Documentation:

[Notice of Award 10HP0007-01-02](#)