


EXECUTIVE SUMMARY April 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 April 5, 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 March 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 April 5, 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

[Jan Early Head Start](#)

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

[Jan ECEAP](#)

[Jan Head Start](#)

[Jan Head Start Expansion](#)

[Feb Procurement Card Report](#)

[In-Kind](#)

Attendance

[January ECEAP](#)

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

Enrollment

[Feb ECEAP](#)

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

USDA Report

None

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

No policies were reviewed at March 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:

The updated ERSEA procedures were reviewed and approved by Head Start Advisory Committee on April 5, 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.

One of the operating responsibilities of the Early Learning governing board is to establish procedures and criteria for recruitment, selection and enrollment. Our early learning program has an ERSEA committee that consists of Policy Council reps, center directors, center staff and Early Learning Shared Governance Advisory committee members. The ERSEA Committee meets on a regular basis. Every year the ERSEA procedures are reviewed and updated to reflect the needs of children and families in our service area so that we are recruiting and enrolling those who are in the opportunity gap and have the highest risk..

Action Requested: Approval of the 2016/2017 ERSEA procedures and criteria for recruitment, selection and enrollment

Documentation:

[2016-2017 Category and Risk Factor Points Procedure](#)

[2016-2017 Category and Risk Factor Points Chart](#)

[2016-2017 Eligibility Verification Procedure](#)

[2016-2017 Annual Recruitment Plan Guidance](#)

[2016-2017 ERSEA Selection Flowchart](#)

[2016-2017 Enrollment and Re-Enrollment Procedure](#)

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: Informational 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:

The Policy Council has requested additional Race and Equity Training. We are currently planning for up to 4 additional trainings.

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 March 2016 Policy Council meeting power point for review.

Action Requested:

Informational only

Documentation:

[PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Informational Only

Explanation:

Notice of Award for grant 187 documents our next draw down on the current grant.

The continuation application letter is in reference to the Early Head Start – Child Care Partnerships grant 007. We are required to apply for the continuation of our current program for 9/1/2016 – 8/31/2017. The Early Learning Shared Governance Advisory Committee and Policy Council will be involved in the application process. The final application will be approved by both Policy Council and PSESD Board of Directors.

Action Requested:

Information Only

Documentation:

[Notice of Award 10CH0187-04-01](#)
[10HP0007 Continuation Application Letter](#)