


EXECUTIVE SUMMARY June 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 June 7, 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 April 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 June 7, 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

[March Early Head Start](#)

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

[March ECEAP](#)

[March Head Start](#)

[March Head Start Expansion](#)

[April Procurement Card Report](#)

[In-Kind](#)

Attendance

[March ECEAP](#)

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

Enrollment

[April ECEAP](#)

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

USDA Report

[Dec 15-Feb 16](#)

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

No Policies Presented

Explanation:

All Early Learning Policies must be approved by both Policy Council and the Governing Body. All Early Learning Policies must be approved by both Policy Council and the Governing Body. The Equity, Inclusion, and Classroom Celebration policy was discussed in depth, reviewed and approved by Policy Council without any changes or amendments.

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 June 7, 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.

Non-Federal Share Waiver Request

Non-Federal Share (NFS) Waiver Request for Early Head Start- Child Care Partnership Funds 0007 PSESD has been awarded total of \$5,023,288 including start up and T/TA funds. In accordance with the guidance in the Head Start Act, section 640, a Non-Federal Share (NFS) waiver can be requested due to “lack of resources available in the community that may prevent the Head Start agency from providing all or a portion of the non-federal share contribution that may be required under this subsection.” Child care partners’ main source of revenue is federal and state child care subsidies which are an unallowable source of NFS. PSESD respectfully requests an additional waiver of the NFS in the amount of \$1,045,807.00 for the project period. Through volunteer time, donation of supplies such as diapers and wipes and staff funded with non-federal funding resources we can commit to a minimum of \$125,000 in NFS for the project period.

Prior Approval Request for EHS-CCP Funds 0007 – Vision Screeners

PSESD Early Learning is requesting prior approval to purchase 15 vision screeners. Each screener is \$6,957.50 for a total of \$104,362.50. This will result in a budget revision as an amendment to the FY 15 budget.

The Spot Vision Screener is a handheld device designed to help users quickly and easily detect vision issues in infants, toddlers and through adults. The use of the screener supports American Academy of Pediatrics instrument -based vision screening guidelines for the early detection of vision issues in infants/toddlers in an evidence-based, non-intrusive, objective manner.

Actions Requested:

Approval for the Non-Federal Share waiver for EHS-CCP grant 0007

Approval of the EHS-CCP Budget revision and purchase of 15 Vision Screeners

Documentation:

[NFS Wavier Request Letter and projections by category](#)

[Letter of prior approval Request for EHS-CCP Funds 0007 to purchase Vision Screeners](#)

[Vision Screener Approval Request PPT](#)

INFORMATIONAL ITEMS

E. EARLY LEARNING PROGRAM UPDATES

Recommendation from Head Start Advisory Committee:

Informational only

Explanation:

We are required to share a Head Start Annual Report every year; PSESD annual report reflects all of our Early Learning programs. Policy Council participated in a data carousel to review and approve the data to be used in the report currently being drafted.

Action Requested:

Information Only

Documentation:

[Early Learning Annual Report Data](#)

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 April 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:

We have received the following correspondence for the Office of Head Start and/or Region X:

Action Requested:

Information Only

Documentation:

[Letter from Danya cancelling the LGMS Review scheduled for June 2016](#)