


EXECUTIVE SUMMARY July-August 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. Policy Council		
F. 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 as a whole by the Head Start Advisory Committee on August 2, 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:

Approve the Personnel Actions

Documentation:

English

[Personnel Actions](#)

B. EARLY LEARNING PROGRAM REPORTS

Recommendation from Head Start Advisory Committee:

These items were reviewed and approved as a whole by the Head Start Advisory Committee on August 2, 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 Finance, Attendance and Enrollment Reports.

Documentation:

English

Finance Reports

[April Early Head Start 104](#)

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

[April ECEAP](#)

[April Head Start 104](#)

[April Head Start 187](#)

[May Procurement Card Report](#)

[In-Kind May](#)

Attendance

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

[ECEAP](#)

Enrollment

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

[ECEAP](#)

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

These items were reviewed and approved as a whole by the Head Start Advisory Committee on August 2, 2016 and recommend full Board approval.

Explanation:

All Early Learning Policies must be approved by both Policy Council and the Governing Body. Policy Council conducted a Policy Institute to review, update if necessary and approve these policies. Policy Council used the Race Equity tool in this process and discussed any unintended impact of these policies especially on children and families of color. The following polies were approved by Policy Council on July, 19, 2016

Action Requested:

Approve the following Early Learning policies: Animals in the Learning Environment, Bloodborne Pathogens, Health Information Protection, Health Services, Safe Arrival and Departure, Standards of Conduct: Active Supervision, Tobacco and Smoke-Free Environment, Community Feedback and Complaint, Personnel Management, Fundraising

Documentation:

[Animals in the Learning Environment](#)

[Bloodborne Pathogens](#)

[Health Information Protection](#)

[Health Services](#)

[Safe Arrival and Departure](#)

[Standards of Conduct: Active Supervision](#)

[Tobacco and Smoke-Free Environment](#)

[Community Feedback and Complaint](#)

[Personnel Management](#)

D. EARLY LEARNING PROGRAM GOVERNANCE

Recommendation from Head Start Advisory Committee:

These items were reviewed by the Head Start Advisory Committee on August 2, 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 funding applications. Continuation grants are a mechanism to apply for continued funding of current award and current Head Start/Early Head Start services. The following grant applications have been submitted to the Office of Head Start after the approval of Policy Council and the Advisory Committee.

- Head Start/Early Head Start 104 COLA
- Head Start 187 COLA
- EHS-CCP 007 COLA
- Head Start/Early Head Start 412 COLA
- Head Start 187 Continuation Grant
- Head Start/Early Head Start 412 Baseline-Continuation Grant
- Head Start Early Head Start Child Care Partnership Continuation Grant

Action Requested:

Approval of Grant Applications: Head Start/Early Head Start 104 COLA, Head Start 187 COLA, EHS-CCP 007 COLA, Head Start/Early Head Start 412 COLA, Head Start 187 Continuation Grant, Head Start Early Head Start Child Care Partnership Continuation Grant, Head Start/Early Head Start 412 Baseline-Continuation Grant, Early Head Start Child Care Partnership, Expansion Grant

Documentation:

[Head Start/Early Head Start 104 COLA](#)

[Head Start 187 COLA](#)

[EHS-CCP 007 COLA](#)

[Head Start/Early Head Start 412 COLA](#)

[Head Start 187 Continuation Grant](#)

[Head Start/Early Head Start 412 Baseline-Continuation Grant](#)

[Head Start Early Head Start Child Care Partnership Continuation Grant](#)

INFORMATIONAL ITEMS

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 June and July 2016 Policy Council meeting power point for review.

Action Requested:

No action requested, informational only

Documentation:

English

[PC June 2016](#)

[PC July 2016](#)

E. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Explanation:

Action Requested:

Information Only

Documentation:

English