


EXECUTIVE SUMMARY September 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:

No Personnel Actions reviewed at July 19, 2016 Policy Council meeting.

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 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 Sept 6, 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

Documentation:

Fiscal

[Early Head Start](#)

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

[ECEAP](#)

[Head Start](#)

[Head Start Expansion](#)

[Procurement Card Report](#)

In-Kind

[Early Head Start](#)

[Early Head Start Childcare Partnership](#)

[Head Start](#)

[Head Start Expansion](#)

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

Policies reviewed by Policy Council at July 19, 2016 meeting were reviewed by HS Advisory Committee on August 2, 2016 and presented at the August Board meeting.

Explanation:

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

Action Requested:

No Action Required

Documentation:

No Policies presented

D. EARLY LEARNING PROGRAM GOVERNANCE

Recommendation from Head Start Advisory Committee:

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.

Community Needs - Policy Council is working with Early Learning Administration to update the community needs assessment

Action Requested:

No Action Required – Information only

Documentation:

[Community Needs Update – PC](#)

INFORMATIONAL ITEMS

E. EARLY LEARNING PROGRAM UPDATES

Recommendation from Head Start Advisory Committee:

Informational only

Explanation:

PSESD Head Start administration after careful consideration decided not to apply for Head Start Duration grant and for Early Head Start – Child care Partnership Expansion. The Head Start Duration opportunity could have increased up to 40% of our part day enrollment opportunities in grant 187 however, there were complications with classroom space. We have a current Early Head Start – Child Care Partnership grant, we support expansion but not at this time. The child care providers we began to recruit need some service and supports to be able to be ready to benefit from EHS-CCP funding and to ensure they are able to meet Performance Standards.

The agency has committed to non-federal, unrestricted funding of \$50,000 to help support readiness work at future child care providers who may become sub-contracting partners.

Action Requested:

Information Only

Documentation:

N/A

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.

The Policy Council needed to replace the EHS Member-at-Large. Gabriela V, was elected!

Action Requested:

Informational only

Documentation:

[PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Informational Only – No correspondence at July 19, 2016 Policy Council meeting

Explanation:

Action Requested:

Information Only

Documentation: