


EXECUTIVE SUMMARY October 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 as a whole by the Head Start Advisory Committee on Oct 10, 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 Personnel Actions

Documentation:

[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 Oct 10, 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 and In-Kind June & July 2016

Documentation:

Fiscal

June 2016

[Early Head Start](#)

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

[ECEAP](#)

[Head Start](#)

[Head Start Expansion](#)

In-Kind

[Early Head Start](#)

[Early Head Start Childcare Partnership](#)

[Head Start](#)

[Head Start Expansion](#)

July 2016

[Early Head Start](#) (Grant 104)

[Early Head Start](#) (grant 412)

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

[ECEAP](#) (2015-16)

[ECEAP](#) (2016-17)

[Head Start](#) (Grant 104)

[Head Start](#) (Grant 412)

[Head Start Expansion](#)

In-Kind

[Early Head Start](#)

[Early Head Start Childcare Partnership](#)

[Head Start](#)

[Head Start Expansion](#)

[Procurement Card Report](#)

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 Oct 10, 2016 and recommend full Board approval.

Explanation:

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

Action Requested:

Approve the revised policies as presented

Documentation:

[Parent Leadership Reimbursement Policy](#)

[Child Abuse and Neglect Policy](#)

[Physical Activity Policy](#)

D. EARLY LEARNING PROGRAM GOVERNANCE

a. Early Head Start Child Care Partnership Sub-Contractors

Recommendation from Head Start Advisory Committee:

These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 10, 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.

Early Head Start Child Care Partnership Grant: Sub-Contractor Approval

Staff has identified and evaluated the following child care providers and has determined they are ready to benefit from partnering with PSESD to deliver EHS-CCP services

- The Lighthouse Child Development Center, Auburn WA serving 11 infants and/or toddlers
- Young Minds Development Academy, Seattle WA serving 4 infants and/or toddlers
- Little Impressions, Lakewood WA serving 4 infants and/or toddlers

Action Requested:

Approve the 3 proposed EHS-CCP child care providers

Documentation:

[EHS-CCP Potential Provider Selection Process](#)

[EHS-CCP Potential Provider List](#)

[Lighthouse Child Development Center contract](#)

[Lighthouse Contract Attachment B – Conflict of Interest Reassignment Plan](#)

b. Policy Council By-Laws, Policy Council Rep Selection and Composition

Recommendation from Head Start Advisory Committee:

These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 10, 2016 and recommend full Board approval.

Explanation:

One of the operation responsibilities of the Early Learning governing board is to approve the criteria and process for electing Policy Council representatives. The Policy Council By-Laws outline the composition and how members of the Policy Council are selected and elected. Procedures for staff are also included for review.

Action Requested:

Approve the Policy Council By-Laws

Documentation:

[Policy Council By-Laws](#)

[Policy Council Representative Procedure](#)

[Policy Council Notice and Verification Form](#)

[Policy Council Rep Composition Chart](#)

c. School Readiness Goals and Five Year Goals

Recommendation from Head Start Advisory Committee:

These items were reviewed and approved as a whole by the Head Start Advisory Committee on Oct 10, 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.

Action Requested:

Approve the Early Learning Five Year Goals and School Readiness Goals

Documentation:

[Early Learning Five Year Goals and School Readiness Goals](#)

INFORMATIONAL ITEMS

E. EARLY LEARNING PROGRAM UPDATES

a. Annual ERSEA Training

Recommendation from Head Start Advisory Committee:

Informational only

Explanation:

Effective governance is an essential part of any successful Head Start or Early Head Start program. The governing board is required to participate in annual training including but not limited to ERSEA training. ERSEA Annual Training: Policy, procedures and criteria for recruitment, selection and enrollment of children and families.

Action Requested:

Information Only

Documentation:

[What is ERSEA Power Point](#)

Office of Head Start ERSEA resources:

- <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/ersea>
- <https://eclkc.ohs.acf.hhs.gov/hslc/hs/docs/hspps-specific-timelines-timeframes.pdf>
- <https://eclkc.ohs.acf.hhs.gov/policy/showcase/ersea>

b. New Head Start Performance Standards

Recommendation from Head Start Advisory Committee:

Informational only

Explanation:

The Administration for Children and Families (ACF) published a final rule on September 1, 2016 revising the Head Start Program Performance Standards (HSPPS) to strengthen and improve the quality of Head Start programs. This action is part of the Administration's early learning efforts to ensure that all children start school ready to succeed.

Action Requested:

Information Only

Documentation:

Office of Head Start resources:

- <https://eclkc.ohs.acf.hhs.gov/policy/presenting>
- [New Standards Fact Sheet](#)
- [New Standards Effective Dates](#)
- [NEW Standards Timelines](#)

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 September 2016 Policy Council meeting power point for review.

Action Requested:

Informational only

Documentation:

[Sept 2016 PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Informational Only

Explanation:

Notification of new Head Start Performance Standards-Final Rule ACF-PI-HS-16-04

Action Requested:

Information Only

Documentation:

[Head Start Program Performance Standards \(HSPPS\) Final Rule ACF-PI-HS-16-04](#)