


<b>EXECUTIVE SUMMARY</b> March 2017		
<b>SUBJECT:</b>	Early Learning	<b>Supporting Documentation</b>  <b>Executive Summary</b> which provides links to all documents
<b>REFERENCE:</b>	<b>Shared Governance</b>	
<b>PRESENTOR(S):</b>	Head Start Advisory Committee	
<b>REQUEST:</b>		
<b>Action Items:</b>		
<b>A. Early Learning Personnel Actions</b>		
<b>B. Early Learning Program Reports</b>		
<b>C. Early Learning Policies</b>		
<b>D. Early Learning Program Governance</b>		
<b>Informational Items</b>		
<b>E. Early Learning Program Updates</b>		
<b>F. Policy Council</b>		
<b>G. Correspondence</b>		

## **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 were presented at the February 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:**

No Personnel Actions were presented at the February Policy Council Meeting

**Documentation:**

## 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 March 7, 2017 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 Report, Procurement Card

### **Documentation:**

#### **Fiscal**

[Early Head Start](#) (Grant 412 July-Oct)

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

[Early Head Start-Child Care Partnership](#) (2016-17)

[ECEAP](#) (2016-17)

[Head Start](#) (Grant 412 July-Oct)

[Head Start](#) (Grant 412)

[Head Start](#) (Grant 187) 2015-16

[Head Start](#) (Grant 187) 2016-17

#### **In-Kind**

[Early Head Start](#) (Grant 412 July-Oct)

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

[Early Head Start Childcare Partnership](#)

[Head Start](#) (Grant 412 July-Oct)

[Head Start](#) (Grant 412)

[Head Start](#) (Grant 187) 2015-16

[Head Start](#) (Grant 187) 2016-17

#### **Procurement Card Report**

#### **Enrollment**

[ECEAP, Early Head Start & Head Start – Jan](#)

#### **Attendance**

No reports presented at February Policy Council meeting

## C. EARLY LEARNING PROGRAM POLICIES

### Recommendation from Head Start Advisory Committee:

No Policies for review or approval

#### Explanation:

All Early Learning Policies must be approved by both Policy Council and the Governing Body. Policy Council has partnered with PSESD Early Learning administration to review and approve the following policy or policies. Policy Council uses the Race Equity tool in this process and discussed any unintended impact of these policies especially on children and families of color.

Policy or Policies:

#### Action Requested:

No action required, no policies were approved at the February 21, 2017 Policy Council meeting.

#### Documentation:

N/A

## D. EARLY LEARNING PROGRAM GOVERNANCE

### Recommendation from Head Start Advisory Committee:

These items were reviewed and approved as a whole by the Head Start Advisory Committee on March 7, 2017 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.

#### Self-Assessment Methodology

Self-Assessment is required annually and is a process that ensures programs are progressing on goals and objectives, identify systemic issues, and consider new innovations. It is also an important way to examine quality, and work to continuous quality improvement. Self-Assessment is a collaborative process that includes diverse stakeholders and also a key part of the Program Planning Cycle. In 2016-17, our program will implement a self-assessment process that includes 1) ongoing learning and continuous improvement and 2) a year-end review of our strengths and challenges. The self-assessment design includes both of these priorities, both of which will inform the Self-Assessment Improvement Plan we develop each year. PSESD 2016-2017 Self-Assessment methodology was shared with Policy Council members for input and approval.

#### Research Proposal: Educare Executive Functioning

The Executive Function Assessment project will implement and study an executive function assessment tool to promote shared learning about the tool as well as strategies for using data to inform practice. The project has been developed collaboratively by five early childhood organizations (i.e., Acelero Learning, CAP Tulsa, the National Center for Montessori in the Public Sector, the Ounce and Southwest Human Development) with support from several leading foundations (i.e., Buffett Early Childhood Fund, Stranahan Foundation, and Trust for Learning). Sara Mead, from Bellwether Education Partners, is coordinating and staffing the project. The Executive Function Assessment project is inviting select early childhood education programs from across the country to participate and contribute to the pilot, including members of the Educare Learning Network. Specifically, funding for approximately 20 classrooms across the Network (up to 400 children total) has been set aside for Educare schools that elect to participate in the pilot including Educare of Greater Seattle. The project aligns closely with the goal in the Educare Network's strategic plan to strengthen STEM and executive functioning across the Network, as well as with recommendations from the Educare Implementation

Study Redesign Committee. This Educare research proposal on Executive Functioning was presented and approved in February by Policy Council.

### **EHS Child Care Partnership Enrollment Slots**

Policy Council has approved the request to move 4 EHS-CCP slots from Little Impressions Child Care Center to Young Minds Child Development Center. PSESD Early Learning provided 3 months of intensive support to build the capacity of Little Impressions Child Care Center to serve children ages birth to 3 in EHS CCP. They were found to be unsuccessful in fulfilling the contract to recruit, enroll and deliver program services within this time frame, resulting in a non-compliant enrollment status for PSESD EL per the HS performance standards. No expenditure of funds occurred during this time. Little Impressions recently transitioned from being a home-to center-based childcare provider. Although the Provider demonstrated a willingness in their efforts, the addition of EHS CCP at this time was not sustainable. High quality infant/toddler care is needed in this community, thus the PSESD Early learning EHS-CCP staff will maintain relationship with this center, encouraging its growth and development in hopes of partnering with them again in the future. Young Minds is a previously approved provider who is successfully implementing EHS-CPP and able to easily expand to include an additional 4 slots. With the Boards approval enrollment will now be:

<b>Partners</b>	<b>Number of Slots</b>	<b>County</b>
Angle Lake	8	King
Pierce College	4	Pierce
Pierce College - Puyallup	4	Pierce
Tacoma Community College	12	Pierce
Multicultural Child Family and Hope Center	12	Pierce
Bates College	21	Pierce
The Lighthouse	17	King
Learning Land 1	12	King
Learning Land 2	12	King
Hugs Tugs and Luvs	12	Pierce
Midlands Kiddie Korral	8	Pierce
YWCA	14	King
Young Minds	8	King
Educare	16	King

#### **Action Requested:**

- Approve Self-Assessment Methodology
- Approve Research Proposal: Executive Functioning
- Approve EHS-CPP slot movement

#### **Documentation:**

- [Self-Assessment Methodology](#)
- [Research Proposal: Executive Functioning](#)
- EHS-CCP - See Information above

## INFORMATIONAL ITEMS

### E. EARLY LEARNING PROGRAM UPDATES

#### Recommendation from Head Start Advisory Committee:

Informational only

#### Explanation:

The Early Learning program uses a monthly publication, [The Connector](#), as one of the tools to provide on-going communication and support to the sub-contractors. You can find the current and archived edition(s) on the front page at [www.earlylearningwa.org](http://www.earlylearningwa.org).

#### 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.

Of note this month is the **Race and Equity training**. Policy Council will continue to engage in Race and Equity training at the March Policy Council meeting and then throughout spring with training offered outside of Policy Council meetings. The trainings taking place outside of the March Policy Council are scheduled for:

04/20/2017 10:00 am – 1:00 pm

05/18/2017 10:00 am – 1:00 pm

06/29/2017 10:00 am – 1:00 pm

#### Action Requested:

Informational only

#### Documentation:

[Feb 2017 PowerPoint](#)

### G. CORRESPONDENCE

#### Recommendation from Head Start Advisory Committee:

No Correspondence

#### Explanation:

#### Action Requested:

Information Only

#### Documentation: