


<b>EXECUTIVE SUMMARY</b> May 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:**

This item was reviewed and approved as a whole by the Head Start Advisory Committee on May 2, 2017 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 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 May 2, 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, In-Kind, Enrollment, Attendance, USDA

#### **Documentation:**

##### **Fiscal**

[Early Head Start, Head Start, ECEAP](#)

##### **In-Kind**

[Early Head Start, Head Start, ECEAP](#)

### **Procurement Card Report**

#### **Enrollment**

[Early Head Start, Head Start, ECEAP – Feb, March](#)

#### **Attendance**

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

[USDA](#)

## 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 April 11, 2017 Policy Council meeting.

#### **Documentation:**

N/A

## D. EARLY LEARNING PROGRAM GOVERNANCE

### **Recommendation from Head Start Advisory Committee:**

This item was reviewed and approved as a whole by the Head Start Advisory Committee on May 2, 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.

### **Disability Waivers**

Head Start and Early Head Start grantees are required to enroll a minimum 10% of funded enrollment opportunities with children who have disabilities. We have requested a waiver for this requirement in respect to the Head Start and Early Head Start grants 412, 187 and 007. Please see the [linked waiver request which outlines in detail the barriers faced at reaching the required minimum of 10% and strategies for improvement in the future.](#) In order to meet this enrollment category, children must have a current and documented IEP, IFSP, or diagnosed disability from a physician. In general, the term “child with a disability” means a child with cognitive delay, hearing impairments (including deafness), speech or language impairments, visual impairment (including blindness), serious behavioral or emotional disturbance, orthopedic impairments, autism, traumatic brain injury, specific learning disabilities and/or some health impairments which have caused developmental delay or required special services, supports or special education or which has a high probability of results in developmental delay, special services, support or special education.

### **Action Requested:**

Approve Disability Waivers for Head Start and Early Head Start Grants 412, 187 and 007

### **Documentation:**

[2016-17 Disability Waiver Request](#)

### **Funding Applications:**

**Early Head Start Child Care Partnerships:** Continuation grants are a mechanism to apply for continued funding of current award and current Head Start/Early Head Start services. This Early Head Start Child Care Partnership funding application is for budget period 09/01/2016 through 08/31/2017, serving 160 children/families at the following funding levels:

- Program Operations \$2,889,409
- Training and Technical Assistance \$70,958
- Total \$2,960,367

### **Action Requested:**

Approve Early Head Start Child Care Partnership Continuation Grant

### **Documentation:**

[Guidance letter from Region X for submitting continuation application](#)

[EHS-CCP Summary](#)

### **ECEAP Request for Expansion Application**

The Washington State Department of Early Learning (DEL) has released an application for expansion of ECEAP slots due May 18. As you know there are thousands of children not currently being served, and through the application submission, PSESD hopes to extend services to more eligible children within our region. In addition to more enrollment slots, PSESD is hoping the legislature passes a vendor rate increase. DEL has prioritized funding through the Saturation Study that shows the current level of ECEAP and Head Start services offered throughout the state. In our application, we are including any current PSESD sub-contracting partners who are in good standing with us, and who want slots even if their saturation rating is low. We will be including slot requests from two new subcontractor partners: Northshore School District and Childhaven. We are in the process of finalizing our application and will be requesting more than 400 enrollment slots. The draft Enrollment Slot Request is below:

#### **DRAFT Enrollment Slot Request**

<b>Subcontractor Partners</b>	<b>Slots and Model</b>
Auburn School District	80 – some part-day and full-school day
Bethel School District	25 – part-day
Childhaven*	18 – full-school day
Clover Park Technical	17 – full-school day
Encompass in Riverview School District	18 – convert 18 part day to full-school day
Enumclaw School District	18 – full-school day
Federal Way School District	80 – 20 full-school day, 60 part-day
Franklin Pierce School District	19 – part-day
Kent Youth and Family in Kent School District	120 – model and final # of slots TBD
Lighthouse	19 – model and final # of slots TBD
Northshore School District*	40 – model and final \$ of slots TBD
<b>Total</b>	<b>454 approximate enrollment slots</b>

\*new subcontractor partners

#### **Action Requested:**

Information only

#### **Documentation:**

## **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 ongoing **Policy Council Race and Equity training**. Policy Council continues to engage in Race and Equity training throughout this spring and early summer with the training offered outside of Policy Council meetings. These trainings opportunities 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:

[April 2017 PowerPoint](#)

[Race & Equity Training 4.20.17](#)

## G. CORRESPONDENCE

### Recommendation from Head Start Advisory Committee:

Informational Only

#### Explanation:

On Thursday April 27, PSESD EL program was notified of its non-competitive status for the 10CH0187 grant serving 187 part day head start children in King County. The attached letter indicates that we have not met any of the negative conditions that would put us in a competitive status under the Head Start Program Performance Standards Designation Renewal System (DRS), thereby informing us that we will not have to re-compete for the next 5 year grant period.

#### Action Requested:

Information Only

#### Documentation:

[Grant 0187 letter: Non-competitive designation](#)