


EXECUTIVE SUMMARY July 2017		
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 July 11, 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 July 11, 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](#)

Attendance

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

USDA

No report

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 June 20, 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 July 11, 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.

Early Head Start Child Care Partnerships Grant 007 Training & Technical Assistance Funds Carry over Request

All federal funds must be returned to Office of Head Start when not used with in the fiscal year. At this time the funds may be carried over to the next fiscal year with appropriate request from the grantee and with the approval of the Office of Head Start. PSESD Early Learning is requesting to carry over approximately \$300,000, of unspent T/TA funds and re-obligate in our FY 18 program year for Early Head Start Child Care Partnerships grant 007 training and technical assistance. It is important to note, dollars allocated for training and technical assistance in all Early Head Start and Head Start grants may only be used for training and technical assistance.

The underspend is due to the following:

- PSESD created a professional development plan that was developed after the 4/18/2017 notification of the approved FY 16 carryover funds.
- The multiple years plan is to support Child Care Partner staff in the completion of college level course work to obtain secondary degrees.

Carry over funds would be used to:

- Continue staff professional development to meet qualifications per the Performance Standards
- Increase quality of services delivered through workshops, seminars and College degree opportunities.

Below you will find the letter and training plan we will submit to the Office of Head Start upon approval for all governing bodies.

Action Requested:

Approval of the FY 17 Training and Technical assistance funds Carry over request

Documentation:

[EHS CCP FY 2017 T/TA Carry Over Request Letter](#)

[EHS CCP Carry Over Request – Training Plan](#)

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.

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~~ - rescheduled to -

07/14/2017 9:00am to 1:00pm

Action Requested:

Informational only

Documentation:

[June 2017 PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

Informational Only

Explanation:

Correspondence from Office of Head Start and Region X

Action Requested:

Information Only

Documentation: