


EXECUTIVE SUMMARY December 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:

Personnel Actions were tabled at the Nov 14, 2017 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:

N/A - Early Learning Personnel Action were not presented at the November Policy Council meeting

Documentation:

B. EARLY LEARNING PROGRAM REPORTS

Recommendation from Head Start Advisory Committee:

Fiscal, In-Kind/NFS, Procurement Card, Attendance and Enrollment Reports were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Dec 5, 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/NFS, Procurement Card, Attendance, and Enrollment

Documentation:

Fiscal

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

In-Kind/NFS

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

Procurement Card Report

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

Attendance

Early Head Start/ Head Start – [Sept](#)

ECEAP – [July](#), [Aug](#)

Enrollment

Early Head Start/Head Start – [Sept](#)

ECEAP – [Aug](#)

USDA

No report

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

No Policies reviewed at Nov 14, 2017 PC meeting

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.

Action Requested:

N/A - No Policies reviewed at Nov 14, 2017 PC meeting

Documentation:

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 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:

N/A: The November Policy Council meeting did not include any Early Learning Governance items in order to support the transition of the 2016-2017 Policy Council to the 2017-2018 Policy Council.

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.

Action Requested:

Informational Only

Documentation:

None

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.

- The 2017-2018 Policy Council Leadership Team was elected, we will share when we have permission to publicly share.

Action Requested:

Informational only

Documentation:

[November 2017 PowerPoint](#)

G. CORRESPONDENCE

Recommendation from Head Start Advisory Committee:

No correspondence

Explanation:

Correspondence from Office of Head Start and Region X

Action Requested:

Information Only

Documentation: