


<b>EXECUTIVE SUMMARY</b> January 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 at Dec 13, 2016 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 action required, no Personnel Action were present at the December 13<sup>th</sup>, 2016 Policy Council meeting.

**Documentation:**

N/A

## 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 Jan 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, Attendance, Enrollment, USDA Report, Procurement Card

#### Documentation:

##### **Fiscal**

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

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

[Early Head Start-Child Care Partnership](#) (2015-16)

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

[ECEAP](#) (2015-16)

[ECEAP](#) (2016-17)

[Head Start](#) (Grant 104)

[Head Start](#) (Grant 412)

[Head Start Expansion](#) (Grant 187)

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

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

[Early Head Start Childcare Partnership](#)

[Head Start](#) (Grant 412)

[Head Start Expansion](#) (Grant 187)

[Procurement Card 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 December 13<sup>th</sup>, 2016 Policy Council meeting.

#### Documentation:

N/A

## D. EARLY LEARNING PROGRAM GOVERNANCE

### Recommendation from Head Start Advisory Committee:

No Governance items or need for review or 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:

No action required

#### 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 the ERSEA training that Policy Council members participated in as well as parent leadership trainings and opportunities.

#### Action Requested:

Informational only

#### Documentation:

[Dec 2016 PowerPoint](#)

### G. CORRESPONDENCE

### Recommendation from Head Start Advisory Committee:

No Correspondence

#### Explanation:

#### Action Requested:

Information Only

#### Documentation: