


EXECUTIVE SUMMARY January 2018		
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 for November and December were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Jan 9, 2018 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 November and December Personnel Actions

Documentation:

[November](#)

[December](#)

B. EARLY LEARNING PROGRAM REPORTS

Recommendation from Head Start Advisory Committee:

Fiscal, Procurement Card, Attendance and Enrollment Reports were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Jan 9, 2018 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

Tabled until February meeting

Procurement Card Report

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

Attendance

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

ECEAP – [Sept](#)

Enrollment

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

ECEAP – [Sept](#)

USDA

No report

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

No Policies reviewed at Dec 19, 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 Dec 19, 2017 PC meeting

Documentation:

D. EARLY LEARNING PROGRAM GOVERNANCE

Recommendation from Head Start Advisory Committee:

SEACAP Research Proposal was reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Jan 9, 2018 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 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.

Educare SEACAP Research Proposal

The University of Washington is proposing and requesting approval to implement and evaluate SEACAP (Social Emotional Academic Competence for Children and Parents) in collaboration with Educare and PSESD. SEACAP is a 6-session program aimed at promoting mindfulness stress-management and self-regulation strategies in parents to support parents' warmth, scaffolding and consistency, which in turn are intended to promote executive function, social, emotional and academic competence in children. See the documentation below, required by PSESD Early Learning Research Policy and Procedures, for more information.

Action Requested:

Approval of the SEACAP Research Proposal

Documentation:

[SEACAP – Educare Research Proposal Cover letter and Questionnaire](#)

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.

Policy Council Leadership Team

On December 5th, 2017 the newly elected Policy Council Leadership Team met for the first time. The day consisted of training regarding their roles and responsibilities and team building. The Policy Council Leadership Team and Staff participated in an interactive team-building experience at Epic Team Adventures.

[Epic Team Adventures](#) is a ground-breaking interactive experience that offers challenges in critical thinking, problem solving, teamwork and communication. Through fun and immersive game play, we will help you pinpoint the strengths and weaknesses in your team's group dynamic. We will provide definitive metrics to help your corporate team grow.

In each adventure, your team will exercise skills such as working with remote teams, cross-cultural communication, task prioritization, risk / reward analysis and process optimization.

At the end of each session, the team will receive an assessment report including the following metrics:

- Overall and specific team performance compared to all previous teams
- Teamwork
- Communication
- Logical Analysis
- Thoroughness
- Team member contribution

Policy Council

At the December 19th, 2017 Policy Council meeting, Policy Council Representatives reviewed Early Learning Shared Governance and learned detailed information about the Washington State Association of Head Start & ECEAP Early Learning Advocacy Day taking place on Thursday, February 8th, 2018, or more information, see linked documents below.

Policy Council members participated in Learning Labs with the intention to provide training and information sharing. The Learning Labs included:

- Program Models
- Intro to Fiscal
- Peer Programs
- Washington State Parent Ambassadors
- ERSEA

Action Requested:

Informational only

Documentation:

[December 2017 PowerPoint](#)

Group #1: [Program Models](#)

Group #2: [Intro to Fiscal](#)

Group #3: [Peer Programs](#)

Group #4: WA Parent Ambassadors

- [Roles & Responsibilities](#)
- [Parent Ambassador Application](#)

Group #5: ERSEA

[Early Learning Shared Governance](#)

[Advocacy Day – information, power point, brochure and registration](#)

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: