


<b>EXECUTIVE SUMMARY</b> November 2016		
<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 discussed at Oct 18 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:**

**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 Nov 7, 2016 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](#)

[ECEAP](#) (2015-16)

[ECEAP](#) (2016-17)

[Head Start](#) (Grant 104)

[Head Start](#) (Grant 412)

[Head Start Expansion](#)

#### **In-Kind**

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

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

[Early Head Start Childcare Partnership](#)

[Head Start](#) (Grant 104)

[Head Start](#) (Grant 412)

[Head Start Expansion](#)

#### [Procurement Card Report](#)

#### **Attendance**

[Early Head Start & Head Start](#) - May

[ECEAP](#) – May

[Early Head Start & Head Start](#) – June

[ECEAP](#) – June

[Early Head Start & Head Start](#) – July

[ECEAP](#) – July

[Early Head Start & Head Start](#) – August

[ECEAP](#) – August

[Attendance Comparison](#)

#### **Enrollment**

[Early Head Start & Head Start](#) – June

[ECEAP](#) – June

[Early Head Start & Head Start](#) – July

[ECEAP](#) – July

[Early Head Start & Head Start](#) – August

[ECEAP](#) – August

[Enrollment Comparison](#)

#### [USDA Report](#)

## C. EARLY LEARNING PROGRAM POLICIES

### Recommendation from Head Start Advisory Committee:

This item was reviewed and approved as a whole by the Head Start Advisory Committee on Nov 7, 2016 and recommend full Board 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:

- Early Learning Child Abuse and Neglect Policy

#### Action Requested:

Approval of the Early Learning Child Abuse and Neglect Policy

#### Documentation:

[Early Learning Child Abuse and Neglect Policy](#)

## 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 Nov 7, 2016 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.

Policy Council and Early Learning administration have requested and approved carry over requests for Early Head Start Child Care Partnership and Head Start Grant 187

#### Action Requested:

Approve carry over request for Early Head Start Child Care Partnership Grant and Head Start Grant 187

#### Documentation:

[EHS-CCP 0007 Carry Over Funds FY16 Request](#)

[HS 187 Carry Over Funds FY16 Request](#)

## INFORMATIONAL ITEMS

### E. EARLY LEARNING PROGRAM UPDATES

#### Recommendation from Head Start Advisory Committee:

Informational only

#### Explanation:

1. The Early Learning program uses a monthly publication as one of the tool to provide on-going communication and support to the sub-contractors. You can find the current and archived edition on the front page at [earlylearningwa.org](#)
2. Policy Council has approved playground renovations at Tacoma Public Schools - Boze and Sheridan Elementary serving ECEAP children.

#### Action Requested:

Information Only

#### Documentation:

[Playground Renovation Proposal: Boze](#)

[Playground Renovation Proposal: Sheridan](#)

## F. POLICY COUNCIL

### Recommendation from Head Start Advisory Committee:

Informational only.

#### Explanation:

1. 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. Below is the October 2016 Policy Council meeting power point for review.
2. Policy Council for 2015-2016 closed their term and 2016-2017 year began their term on November 15th, 2016. Carolyn Solitaire, PC Co-Vice Chair will share the newly elected 2016 – 2017 Policy Council Executive Board.
3. Kasey High, PSESD Communication Coordinator deserves a HUGE shout-out for his work in helping Early Learning to put together a PSESD Policy Council Informational Video! He worked patiently with Early Learning to compile old footage, shoot new footage, and make many rounds of edits to produce a final product that perfectly illustrates what happens at a Policy Council meeting and the hard-to-describe impact of council involvement.

THANK YOU Kasey for helping us finally put this long-awaited dream into reality!!

[Click to view](#) Policy Council Informational video

#### Action Requested:

Informational only

#### Documentation:

[Oct 2016 PowerPoint](#)

## G. CORRESPONDENCE

### Recommendation from Head Start Advisory Committee:

Informational Only

#### Explanation:

#### Action Requested:

Information Only

#### Documentation: