


EXECUTIVE SUMMARY November 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 reviewed and approved as a whole by the Head Start Advisory Committee on November 7, 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:

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 Nov 7, 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 Reports

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 – [May](#), [June](#), [July](#), [August](#)

ECEAP – [May](#), [June](#)

Enrollment

Early Head Start/Head Start – [June](#), [July](#), [August](#)

ECEAP – [June](#), [July](#)

USDA

No report

C. EARLY LEARNING PROGRAM POLICIES

Recommendation from Head Start Advisory Committee:

No Policies reviewed at Oct 17, 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:

No Policies reviewed at Oct 17, 2017 PC meeting

Documentation:

D. EARLY LEARNING PROGRAM GOVERNANCE

Recommendation from Head Start Advisory Committee:

Federal Equipment Surplus Request letter for 3 Head Start buses was reviewed and approved as a whole by the Head Start Advisory Committee on November 7, 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 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.

Federal Equipment Surplus Request

We are requesting prior approval to surplus the following equipment:

- 1999 Thomas Midbus20 Passenger
- 1998 Thomas Midbus18 Passenger
- 1999 Thomas Midbus18 Passenger

All three buses are not in safe running/driving condition and therefor need to be surplused.

Action Requested:

Approve surplus of the three Thomas Mid Passenger Buses

Documentation:

[Federal Equipment Surplus Request letter](#)

Early Learning Re-Design Evaluation Phase One

Policy Council reviewed and discussed the Early Learning Re-Design and Evaluation, including themes from data collected from Policy Council, Center Directors and PSESD Early Learning Staff in September 2017. Please refer to the October 2017 Policy Council Power Point slides 4-20

Action Requested:

Information Only

Documentation:

[Policy Council Oct 17, 2017 Powerpoint](#)

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.

Action Requested:

Informational only

Documentation:

[October 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: